

# Graphics Designing Self-Training Hand Book

**Mwesiga Dickson Badger**



## Preamble

This is a guide book that is meant to help whoever is interested in graphic designing; it's more suitable for visual artists who would like to use computer aided software to become graphic designers. The book is meant to train how to create simple and complex desktop publishing items using different software.

This book has only five graphic designing softwares which are currently used by many graphic designers and all desktop publishers and they include Adobe illustrator, Adobe Photoshop, Adobe InDesign, CorelDraw, and QuarkXPress.

The main aim of this manuscript is to give self-training ideas on how to create graphics for print production such as; books, logos, posters, business cards, billboards, magazines etc.

For the last six years I have been training graphics designing to students pursuing bachelors of industrial art and design and as they graduate and go out in the field, I have found that there is a need to give a hand book about how to use and create different items in different softwares. It is on this note that I was motivated to put this information together so that it can be possible for whoever is interested in graphic designing to train him or herself.



## Contents

Preamble-----	iii
Contents -----	v
Introduction-----	1
Graphic design -----	1
Adobe Illustrator-----	3
Introduction to Illustrator-----	3
Starting Illustrator-----	3
Create a New Document -----	3
Illustrator Workspace -----	4
The Floating Palette -----	5
The Toolbox-----	5
Changing Fill Colour-----	9
Filling Color Using Swatches-----	10
Drawing and making shapes.-----	10
Rotating Shapes -----	11
Create a star -----	12
Drawing using a Pen & Pencil tool. -----	12
Closing Paths with Pencil Tool -----	13

Drawing Curves with a Pen Tool-----	13
Changing Path Directions-----	13
Drawing a Circular Path-----	14
Create a Border Pattern -----	14
Applying Gradient to Objects-----	15
Transparency -----	15
Resizing any shape or text -----	16
Create a simple Logo -----	16
Create a simple Sign Poster -----	20
Corel Draw-----	24
Introduction to Corel draw-----	24
Corel draw Tool Box -----	25
Create a simple design -----	25
Adobe Photoshop-----	27
Introduction Photoshop -----	27
Work space-----	28
Using the selection tools-----	34
Using Layers-----	35

Adding Text -----	36
Image Editing -----	37
Moving the image -----	37
Changing the image or photo size -----	37
Adjusting the Image or Photo brightness -----	38
Removing the background. -----	38
Removing the Photo Background -----	44
Creating lipstick, effects on a photo. -----	46
Creating Make-up -----	48
Adding Make-up on the hair and changing hair colour -----	49
Create a curves in Photoshop -----	50
Smoothening and Softening the Image -----	51
Adobe InDesign -----	59
Introduction InDesign -----	59
Launching InDesign -----	59
Setting up new document -----	60
Master Pages -----	61
Auto Page Number -----	61

The tool box -----	63
To Display the toolbox -----	66
Display and select hidden tools-----	66
Adding Text -----	67
Laying a page with text and images-----	70
Applying colour and Gradient -----	72
Quark Xpress-----	73
Introduction to Quark Xpress-----	73
Start QuarkXPress. -----	73
The Tools (F8) -----	75
Adding the text, Importing Text -----	77
Choosing Colour and Shade-----	78
Saving -----	79
Linking and Unlinking the text -----	79
Laying a page -----	80
Text Wrap or Running Text Around-----	80
Conclusion-----	82
References-----	83





# Introduction

## ***Graphic design***

It is the art or profession of visual communication that combines images, text/ words, and ideas to convey information to an audience, especially to produce a specific effect.

It is also about skillful combining text and pictures for advertising purposes for-example in magazines, books, posters, etc.

## ***Computer graphic***

A computer graphic designer works with computer software to create designs and illustrations using principles of visual arts and specific software. There are a number of software to use and this book gives a few, that can give basic information on self-training.

There are two main types of computer graphics that is vector graphics and bitmaps.

**Vector graphics** are made of lines and curves and are generated from mathematical descriptions that determine that position, direction and length in which lines are drawn. Vectors are good for items like illustrations, logos, art designs because their resolution is independent and can be scaled to any size, printed, and displayed without losing details, sharp and quality of the work.

**Bitmaps** also known as raster images are composed of tiny squares called pixels and each pixel is mapped to a location in an image and has numerical colour values. Bitmaps are basically for photographs and digital painting because they

reproduce colour gradations well. They are resolution-dependent and they represent a fixed number of pixels.

# Adobe Illustrator

## Introduction to Illustrator

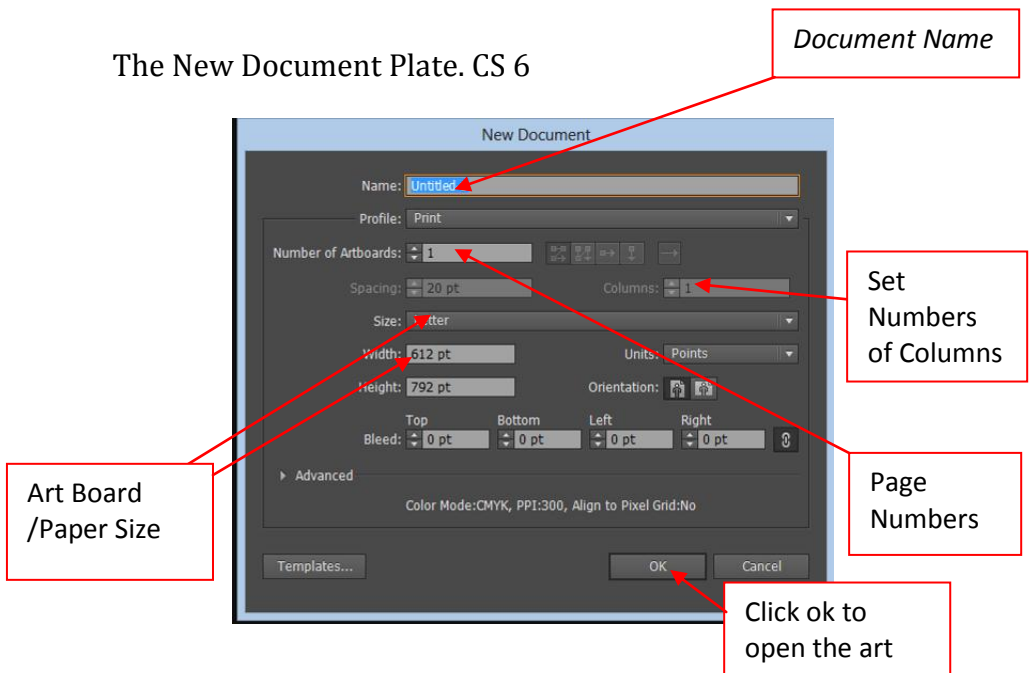
Is a vector graphics editor programme developed and marketed by Adobe Systems. The latest version as per now is, Illustrator creative could CC, and it is the seventeenth generation in the product line.

## Starting Illustrator

### Create a New Document

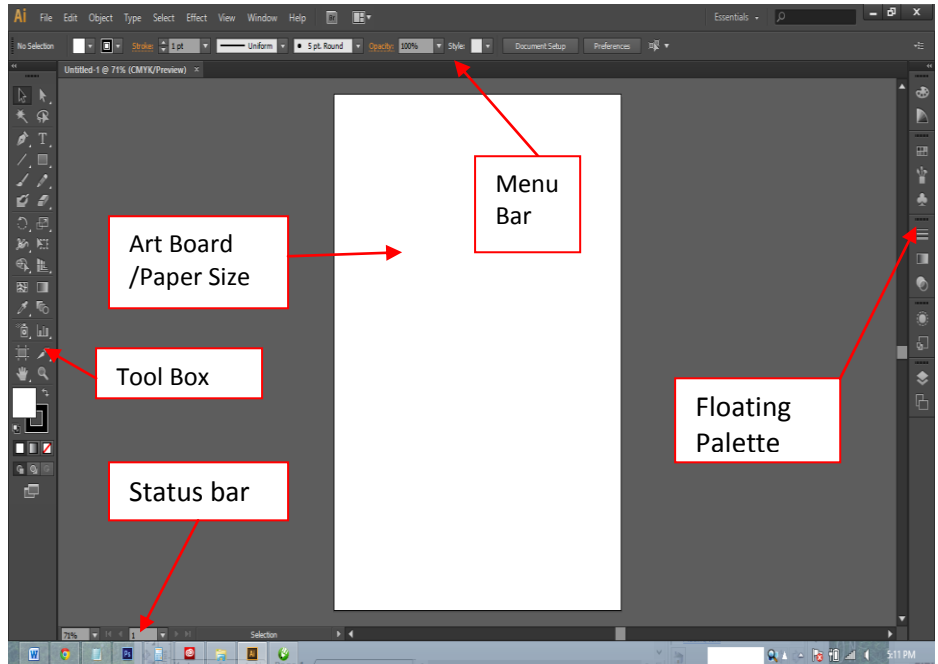
Go **File>New** Document, to create your first document. Type in the file name for the document and click Advanced to select the Color Mode and select (CMYK). Click **Ok** after that.

The New Document Plate. CS 6



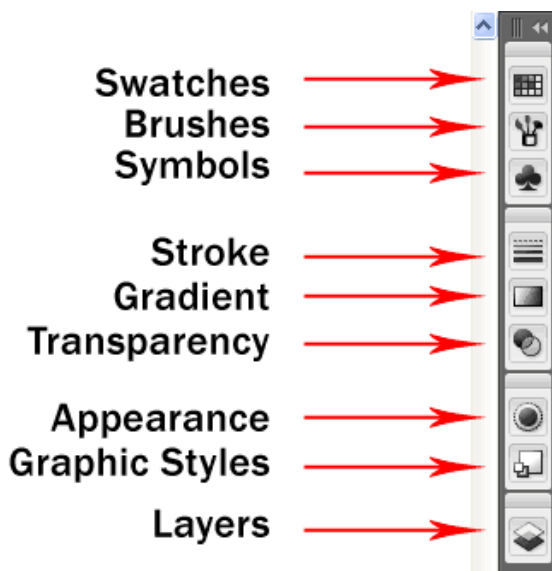
# Illustrator Workspace

Below is the workspace and some common terms, if you are using the latest Adobe Illustrator CS6. When opening these different versions you should keep in mind that once you get to know of how to use one version, then you will be able to use or try out other versions.



## The Floating Palette

It contains properties. It is commonly used for getting important items to use like the colours, swatches, stroke width, transparency etc.

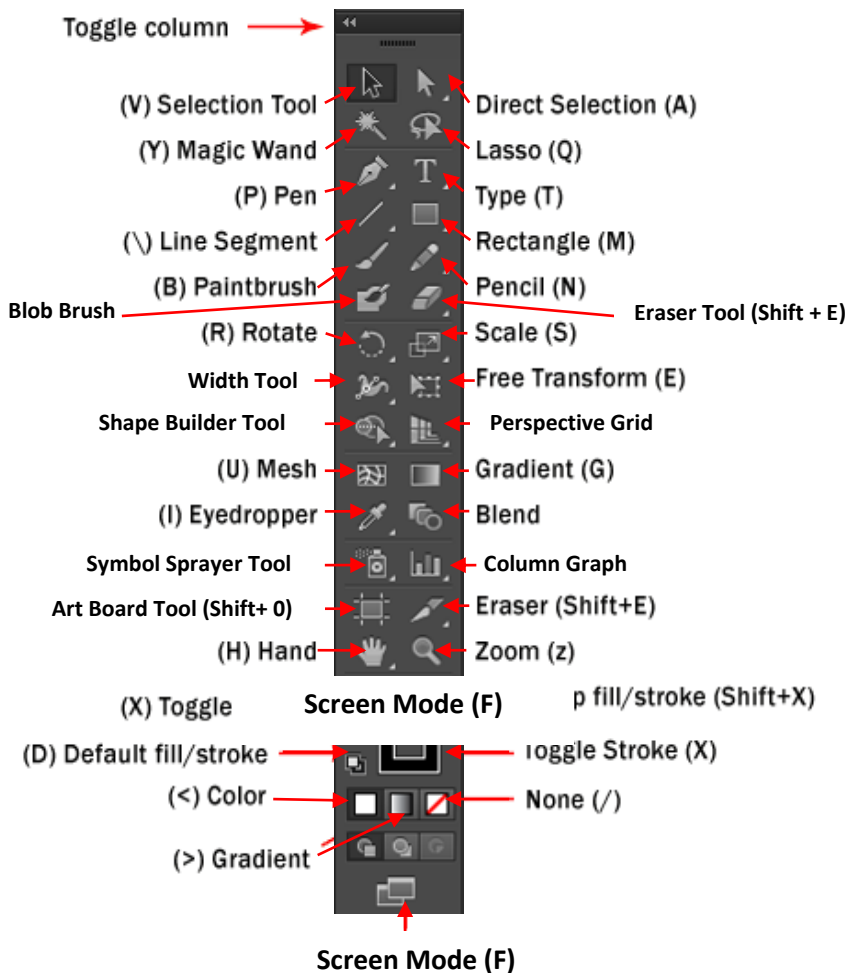


## The Toolbox

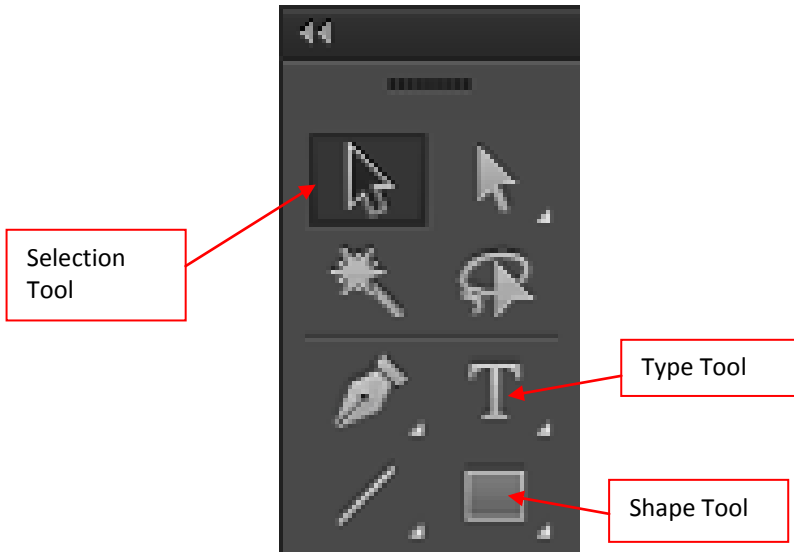
By default it opens in a single column as shown below. To switch it back to the old 2 columns toolbox, you can simply click the top left mini arrow to toggle it into 2 columns. Some of the tools like Rectangle have more tools hidden. To expand, just click and hold the icon to reveal all the similar tools under that group. And if the tool box is not provided just go to the Menu bar and click on the Window then look through and see the word **Tools** and click on it so as to be able to get the tool box.

## *The Tool Box SC6*

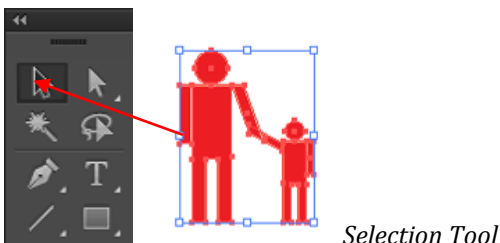
The latest application CS6 and CC have more features and tools embedded in the tool boxes and they have different functionalities that are used for adding feature creature.



Now that we have looked at the information above we shall start by extracting simple shape. And whenever you are to start, you need to keep in mind that there is a selection tool and it is the master of all tools, whenever you use any tool then you must come back to the selection tool so that you can be able to add any effect needed.



**The Selection Tool:** is a master of all tools and is used for selecting and moving a shape, text etc. It can also be used to resize a shape as well.



**Direct Selection Tool:** Selects a single anchor point instead of the whole shape. It is used for editing anchor point of a



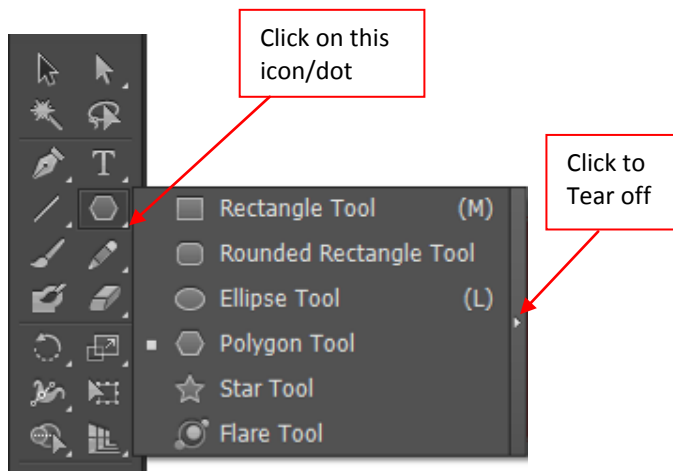
shape. Click once on a point to select and hold Shift to select multiple anchor points.



*Direct Selection Tool*

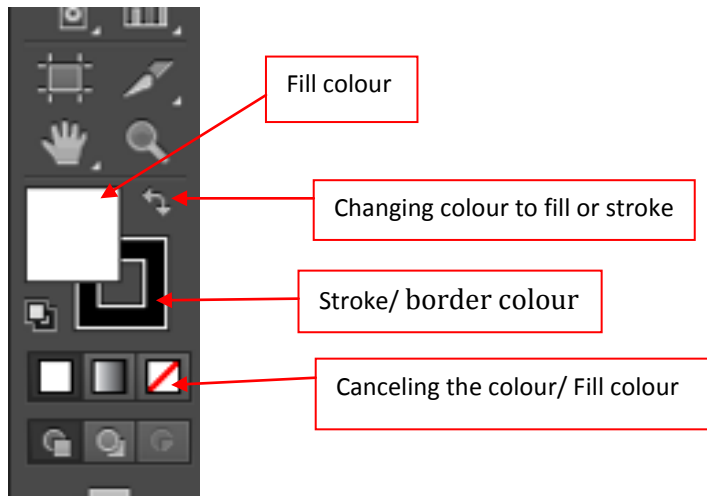
## Shape Tools

When you go to the Tool Palette and hold the Rectangular Tool, a list of shape tools will expand out for you to pick the one you want. For-example; To use it, you will simply click on any of them, then click in the art board hold the draw. Drag down wards.



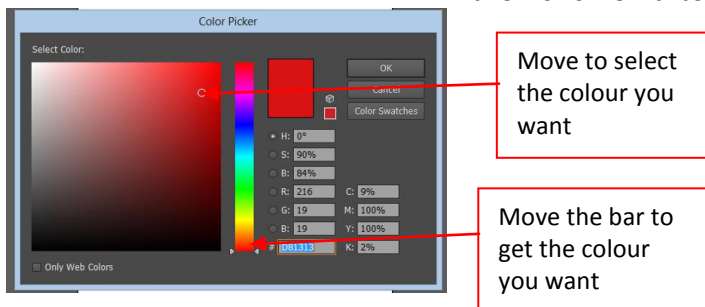
## The Fill and the Stroke

By default, when you put the stroke, it comes with a white fill/colour and black stroke, and a stroke is the border of the shape or the outline colour.



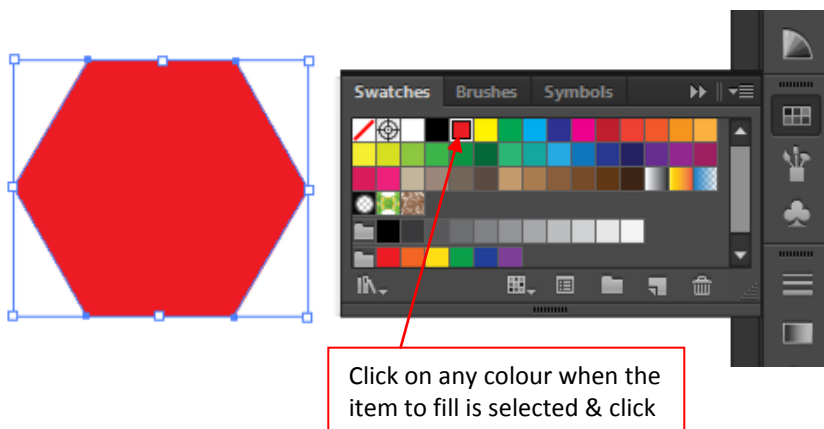
## Changing Fill Colour

To apply colour, double click the Fill from the Tool Palette. It will pop up the Color Picker. Drag the slider to blue and select a deep blue color, and then click Ok after that.



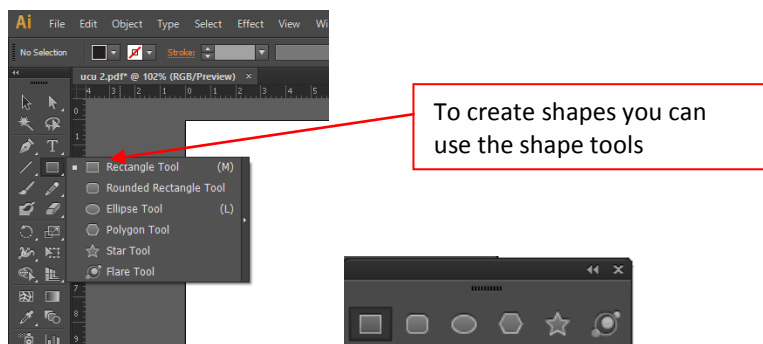
## Filling Color Using Swatches

To fill an object, open up your Swatches Palette. Select your object and pick any colour from the swatches.



## Drawing and making shapes.

To draw a perfect square, we will select the Rectangle Tool. Hold Shift and drag to draw a square. Same for the circle, we will select the Ellipse Tool and hold Shift to drag out a circle.

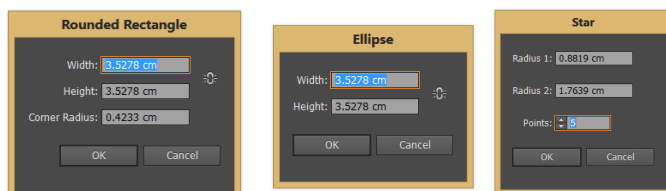


Shift and click and drag to draw the shape



Hold shift key to maintain the proportionality of the item or object you are working on.

Or click on any shape tool, then go and click in the art-board once, a dialog box will appear where you will enter the measurements of the shape you want in any form. *Forexample*

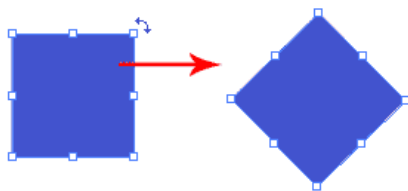


## Resizing Shapes

Select the shape using the Selection Tool and a bounding box will appear. Press shift key click and drag the corner anchor point to resize it. Also hold Alt/Option to resize from the same position.

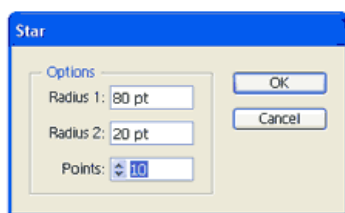
## Rotating Shapes

Select the shape with the Selection Tool and a bounding box will appear. Move your cursor near the anchor corner and a rotation icon will appear in a curve form, click and turn it to rotate or hold Shift and turn if you want a straight rotation.



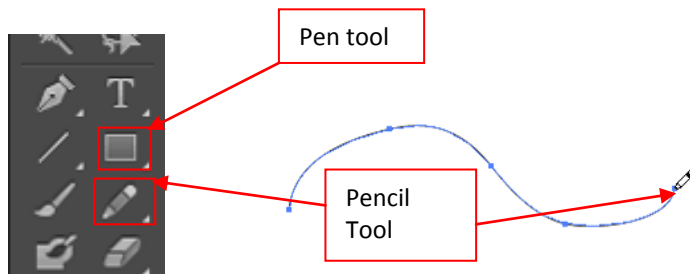
## Create a star

Select the Star Tool. Click once on the art-board and an option will pop up. Enter the same values below, also inculse the points to get more star points and click Ok. It will draw a star burst shape. This method can be used to bring out more options for shape tools.



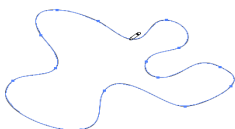
## Drawing using a Pen & Pencil tool.

Select the pencil tool and click and drag to draw a free hand line drawing.



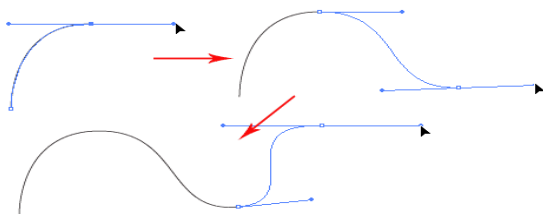
## Closing Paths with Pencil Tool

To close a path, hold Alt/Option as your Pencil Tool reaches the start point. A circle icon will appear next to the Pencil Tool to indicate path closure.



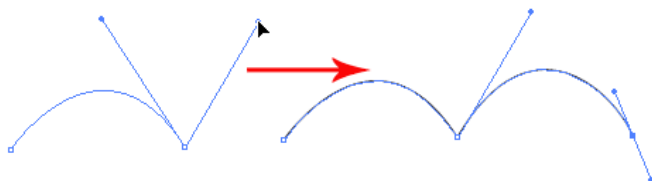
## Drawing Curves with a Pen Tool

Click and drag to put out the handles to create a smooth anchor point.



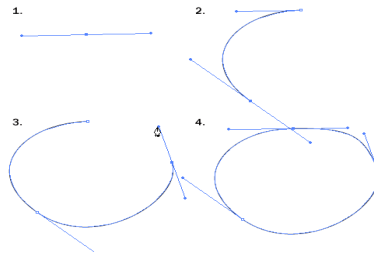
## Changing Path Directions

Click and drag to create a smooth anchor point. Without releasing your mouse, hold Alt/Option and drag the handle up to change the path direction.



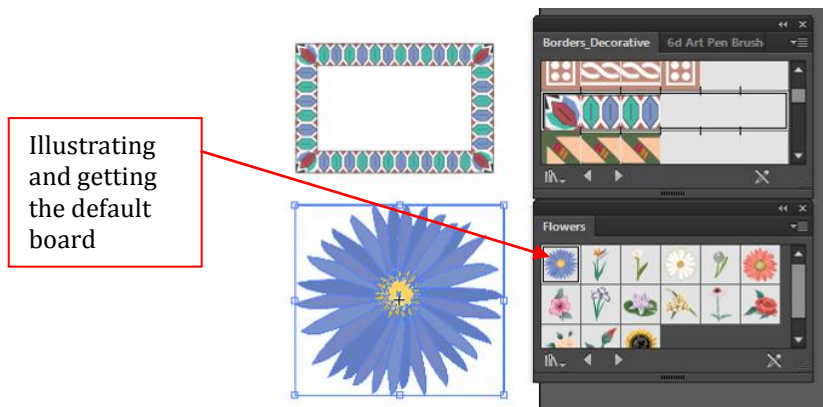
## Drawing a Circular Path

Click and drag to create a smooth anchor point. Continue adding points and click back the starting point to close the path.



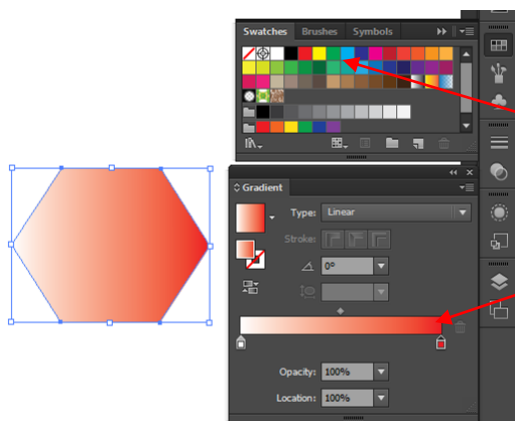
## Create a Border Pattern

Draw a rectangle and pick the border pattern. This will create a frame for it.



## Applying Gradient to Objects

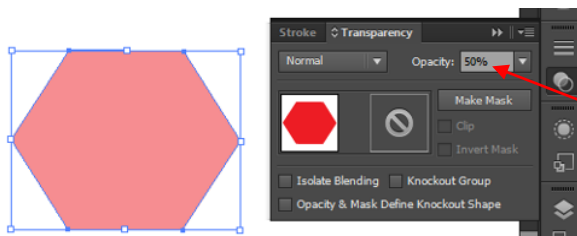
To apply gradient to your object, go to the Tool Palette and set it to Gradient Fill.



To apply the gradient click on any colour and drag to the gradient plate, and you can also put as more colours as you want BUT always make sure that the item to fill the Gradient is selected.

## Transparency

You can add transparency in Illustrator by lowering the **opacity** of objects so that underlying artwork becomes visible. Go to **Window** then Transparency to open up your Transparency Window. Stack a few objects and set it to a lower opacity of 60% for the underlying color to show through.

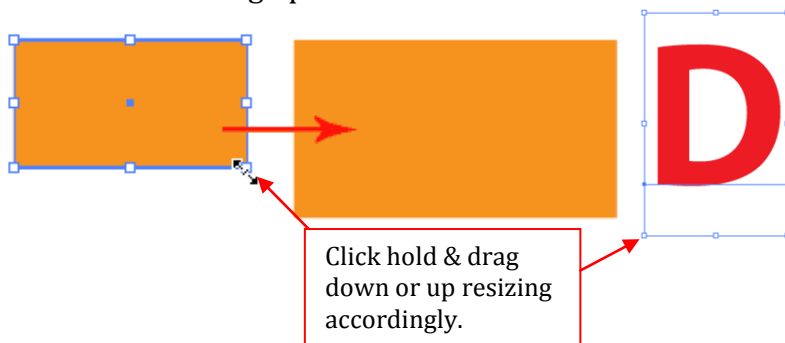


Reduce the percentage to the level you want and the object will keep on fading.



## Resizing any shape or text

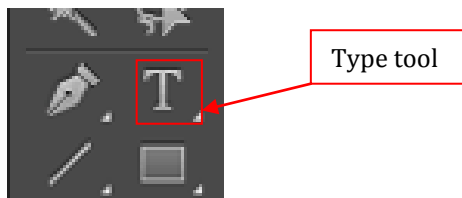
Select the object with Selection Tool and the bounding box will appear. Move the cursor to edge/corner of the bounding box and when you see the double arrows, press the shift key. Click hold and drag up or down wards to resize.



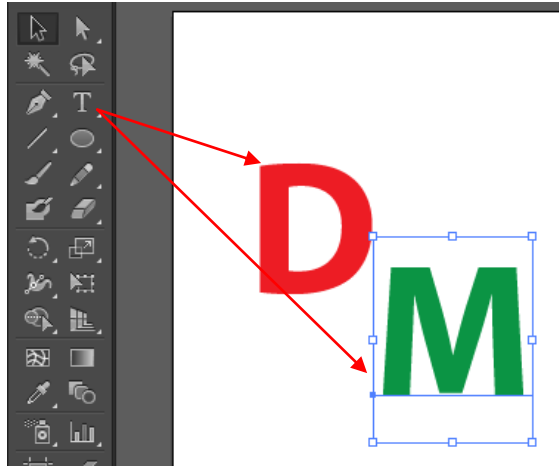
## Create a simple Logo

In this work we shall use only four tools that are; the selection tool, Type, shape and the colour picker.

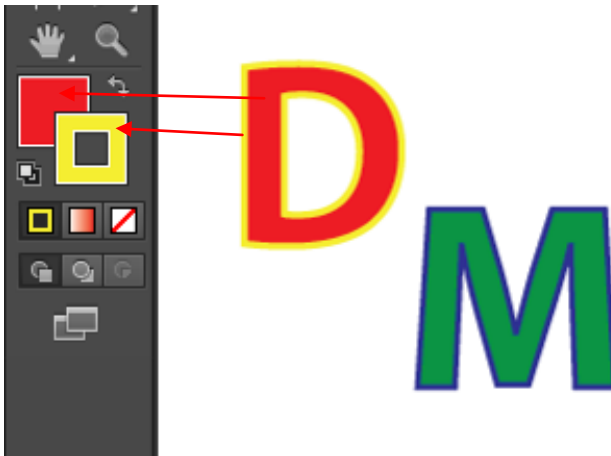
Go to the type tool and click in the art board



After typing the fast letter go back to the selection tool fast and click on the type tool again so that you can be able to type letters separately (*D & M*) as shown below

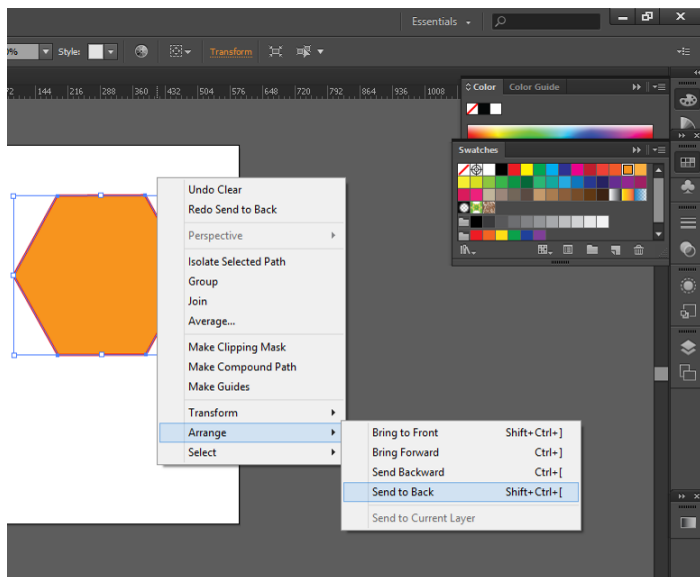


Then put the shape using the shape tool, and add the stroke to be able to make the work look more artistic

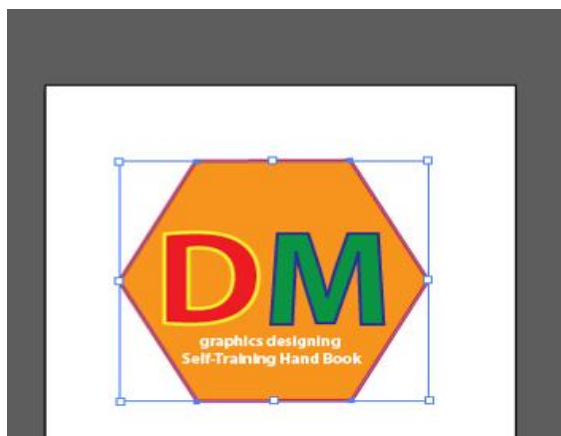


Create the shapes and text then arrange them





the shape will then go behind the text, then now your simple logo is crated.



you can as well type any text you may need or the name of your logo or company depending on how you want your logo to look like.

## Create a simple Sign Poster

Simply open the document and set the measurements you want, as shown above. Then type your word or title, create the background using the rectangle box and we shall use the idea of arrange and send to back as shown below;

### Stage one



### Stage Two

Put and arrange the illustration in the art board. The illustrations can be drawn using the pen tool or you can pick them from the computer if you have them stored.



### Stage Three

You can draw the back ground using the rectangler tool and put the fill colours to hamonise the work

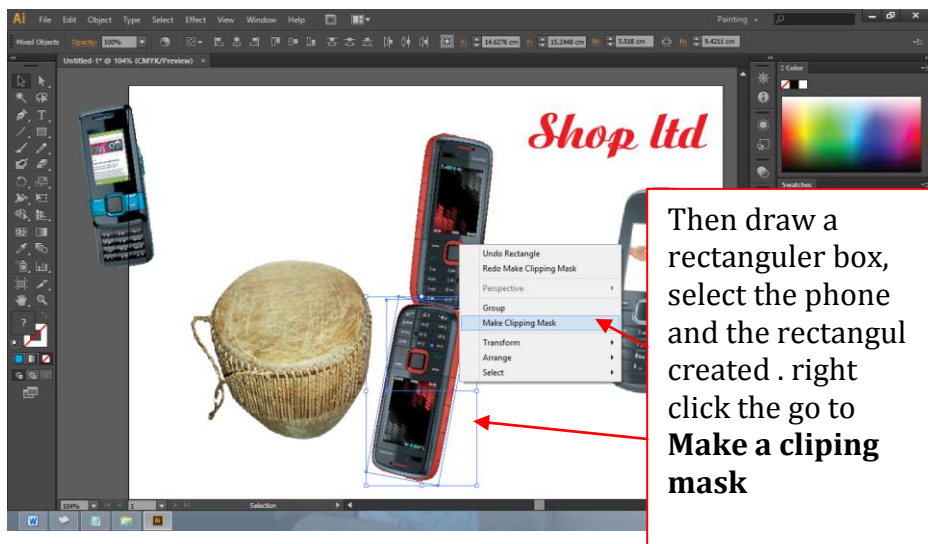


### Stage Four

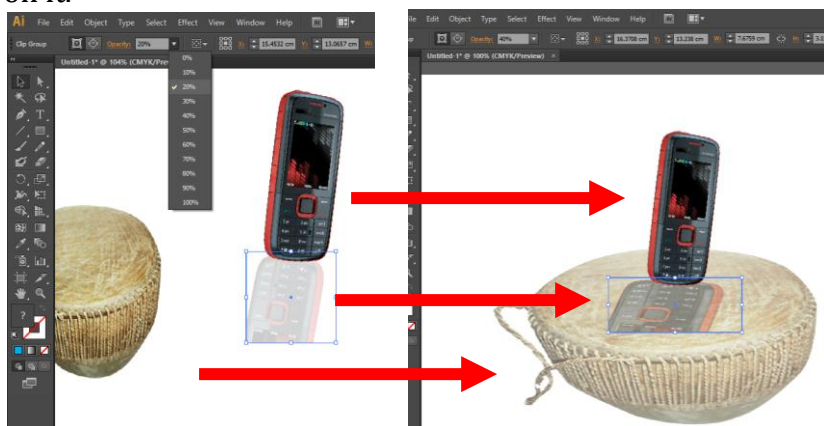
This can be the last stage of fitting the items in the art board and adding more features to the final art work. More feautres can be done by;

*fore example*, refelecting one object (the phone); Then draw a rectagler box, select both the rectangler box created and the phone then right click the go to make a **make a clipping mask**.





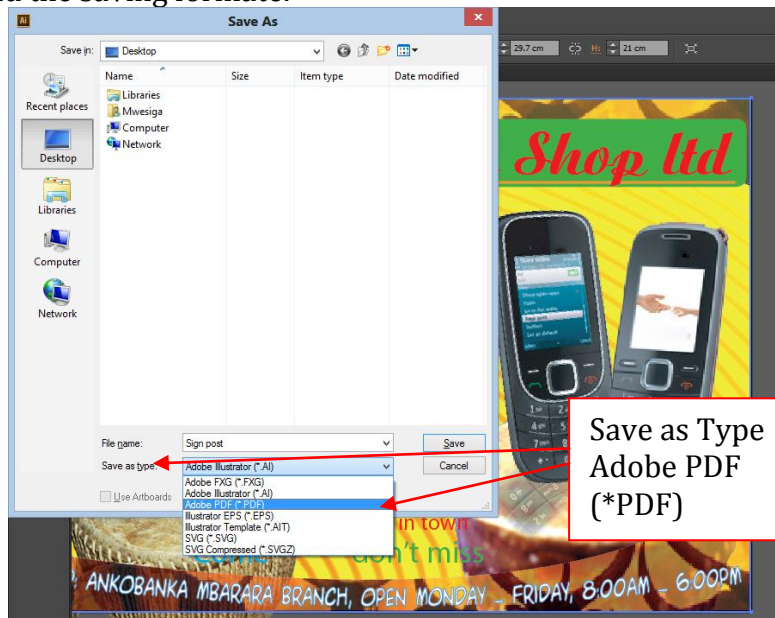
After clip masking go to opacity or transparency and reduce it so that the cut image can appear as if the one on top is sitting on it.



Finally stage the simple sign post is created ready for printing



After all is done, if it is for printing, the sign post should then be saved in either 'portable document format or encapsulated post script'. By clicking on file, then save as, give the file name and the saving formate.





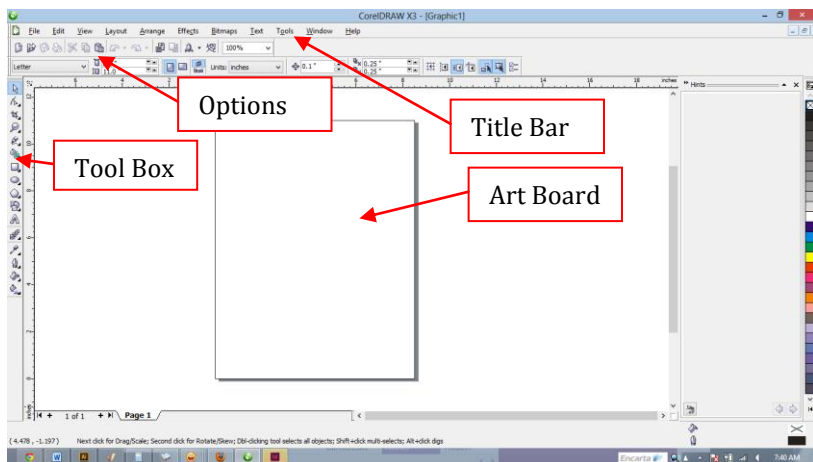
# Corel Draw

## Introduction to Corel draw

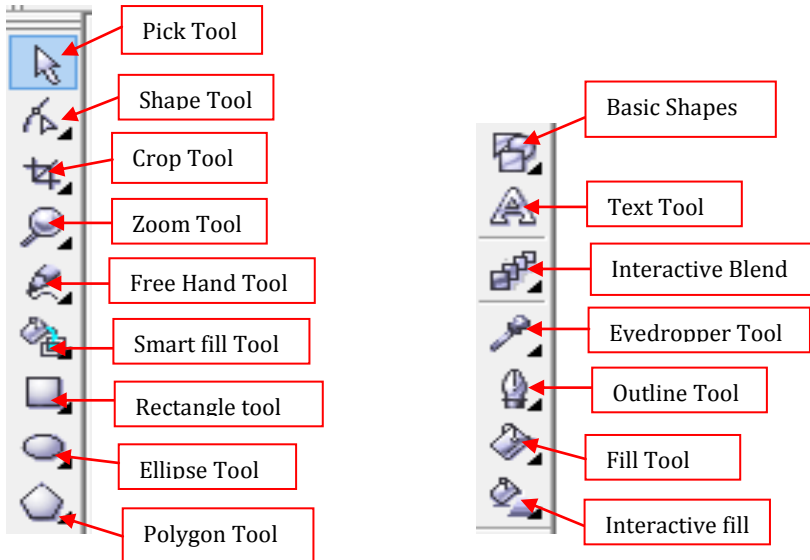
CorelDraw is a vector graphics editor programme developed and marketed by Corel Corporation of Ottawa, Canada.

It was introduced in 1989 with a full-color vector illustration and layout program, The first of its kind two years later, Corel revolutionized the industry again, introducing the first all-in-one graphics suite, which combined vector illustration, page layout and photo editor. Twenty years later, CorelDraw Graphics Suite X4 continues the innovation, introducing new, live-text formatting, independent layers per page and integration with online services to allow real-time collaboration.

## CorelDraw interface

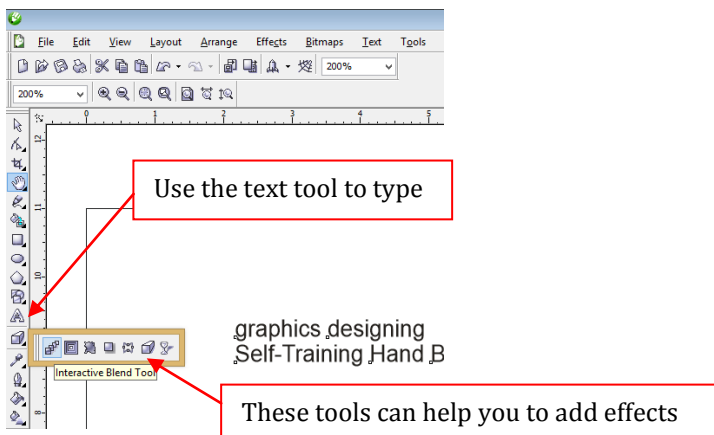


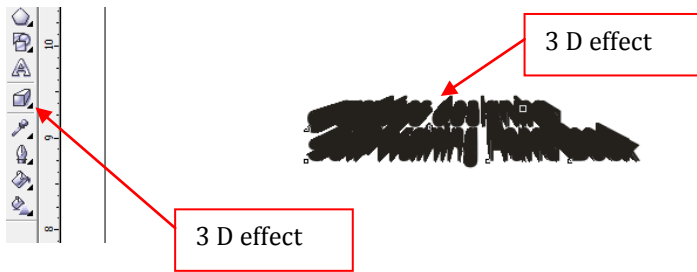
## Corel draw Tool Box



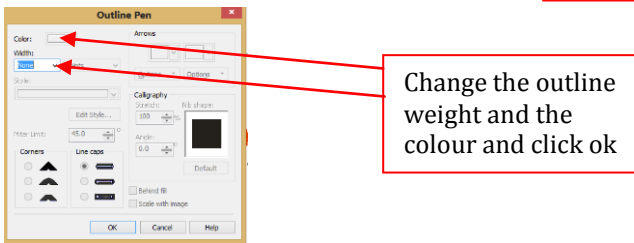
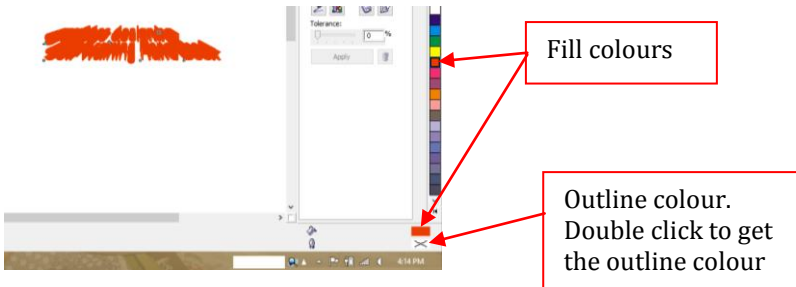
## Create a simple design

Use the text tool to type, the shape tools and the interactive Blends to add the effects. *Most of the design processes are the same like those of adobe illustrator.*





Applying colours both the outline and the fill colour



Now the word is created with the 3D effect



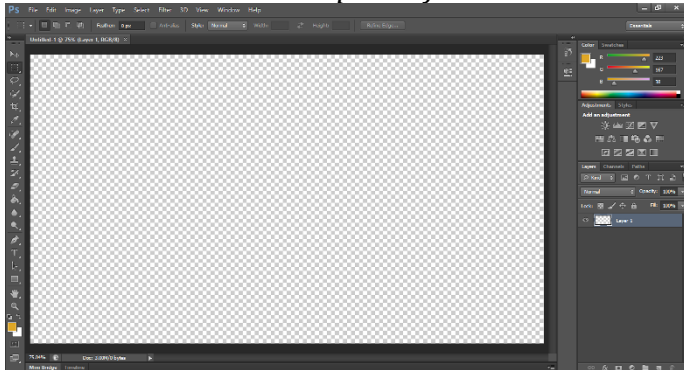
**Note:** Most of the designing ideas used in illustrator can be applied to create different designs in CorelDraw.

# Adobe Photoshop

## Introduction Photoshop

It is a graphics editing program developed and published by Adobe Systems.

*Photoshop interface*



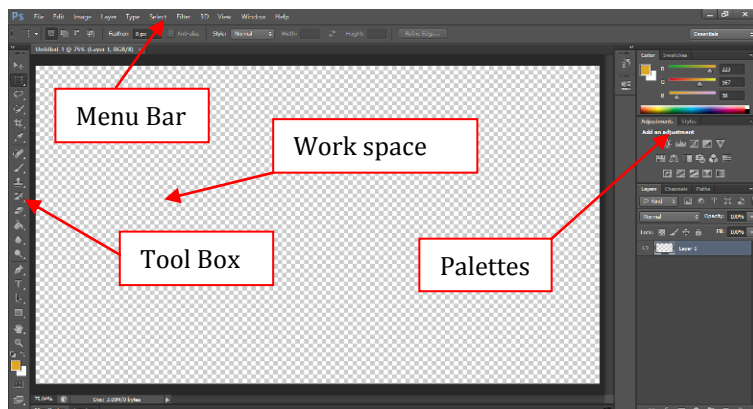
Photoshop has a short history, It was in 1987, when Thomas Knoll a PhD student at the University of Michigan began writing a program on his Macintosh Plus to display grayscale images on a monochrome display and called it Display. It caught attention of his brother John Knoll an Industrial Light & Magic employee, who recommended that Thomas turn it into a full-fledged image editing program. Thomas took a six-month break from his studies in 1988 to collaborate with his brother on the program. Thomas renamed his program Photoshop and worked out a short-term deal with scanner manufacturer Barneyscan to distribute copies of the program with a slide scanner.

During this time, John travelled to Silicon Valley and gave a demonstration of the program to engineers at Apple and Russell Brown, art director at Adobe. Both showings were successful, and Adobe decided to purchase the license to

distribute in September 1988. While John worked on plug-ins in California, Thomas remained in Ann Arbor writing code and released *Photoshop 1.0*.

## Work space

Photoshop work environment consists of a **Menu Bar** (at the top), a **Toolbox** (on the left side), a **Tool Options Bar** (below the Menu Bar), and **Palettes** (usually on the right side).



## The Menu bar

Menu bar contains most of Photoshop's commands.

- **File Menu**  
Open, Save, place etc
- **Edit Menu**  
Copy, Cut, Paste, Transform selected elements
- **Image Menu**  
Allows you to access the various modes and adjustments, change the image or canvas size,  
Mode: enables you to select a colour mode in which to work, RGB, which is what your monitor displays. This is the most common mode you are going to use.

**Adjustments:** the source for all kinds of colour adjustments, including colour balance, brightness, and contrast.

**Image Size:** check or change the dimension or resolution of an image

**Canvas Size:** change the dimension of image work area (canvas) not image itself

**Rotate Canvas:** rotate the entire canvas, not a specific element or layer

- **Layer Menu**

Contains commands to add, delete, merge and work with layers.

**Select Menu**

Works with the Selection tools to let you modify areas you have selected.

- **Filter Menu**

Contains lots of special effects, filters are the tools that make Photoshop fun.

- **View Menu**

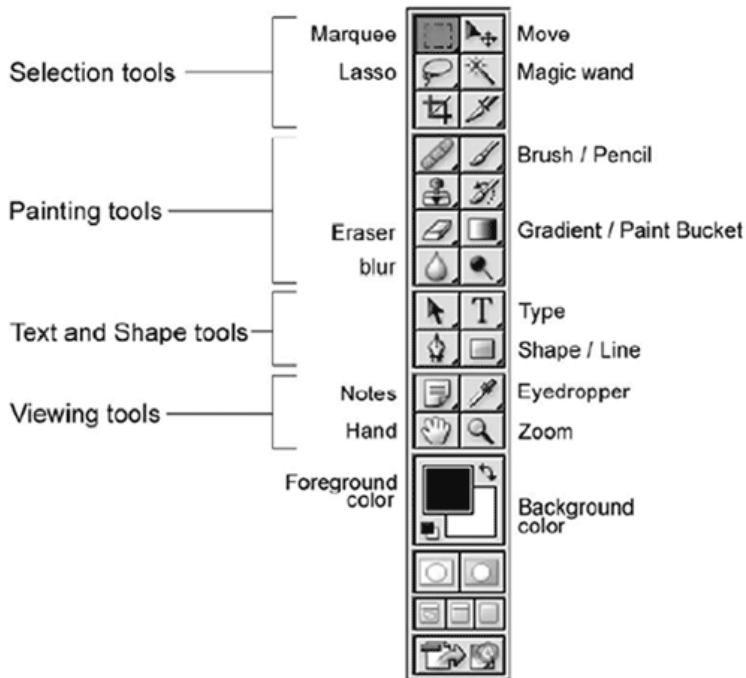
Contains commands that lets you zoom in or out on the picture, also has commands governing rulers, guides, which enable you to measure and place objects precisely within the work area.

**Guides** are lines that you place over your picture to position texts or some other elements that you are going to add to the picture. To place a guide, put the mouse pointer on the ruler and click and drag the mouse moving across the canvas.

## **The Toolbox**

It contains all tools that are used to draw, paint, erase, move,

stylize, or add text to your images, just like an artist's working table. There are four categories of tools: **Selection** tools, **Painting** tools, **Text and Shape** tools, **Viewing** tools. A tiny black triangle in the lower-right corner of some icons means there are more tools of the same general kind available on a pop-out menu.



- **The Selection tools**

Used to select all or part of an image, selected area is indicated on screen by a blinking selection border. After you have made a selection, you can use the **Move** Tool to move the selected area. **Magic Wand** selects by colour, you can set the amount of similarity it demands.

- **Painting tools**

those tools apply "paint" to the picture in one way or another, just like the real tools they imitate.

**Pencil, Paintbrush** tools can change width and angle.

**Erasers:** including Block Eraser or Erase with any of the paintbrush shapes

Special purpose erasers: Background Eraser: erase a background, Magic Eraser: erase a selected color

**Paint Bucket** tool: allows you to fill all the selected area with the current colour.

**Gradient** tool: like Paint Bucket tool, but fills the area with a gradient colour.

- **Text and Shape tools**

**Shape** tools: draw filled shapes, like rectangles, polygons

**Line** tools: draw straight lines, hold down Shift key to draw lines constrained to 45 or 90 degrees.

**Type** tool: type in text on the picture

**Notes** tool: works like the yellow stickies, invisible when you print the page.

- **Viewing tools**

**Hand** tool: you can slide the part of the picture you want to see or work on into a convenient spot

**Zoom** tool: let you zoom in, and see a magnified view. zoom out by pressing Option key as you click the image

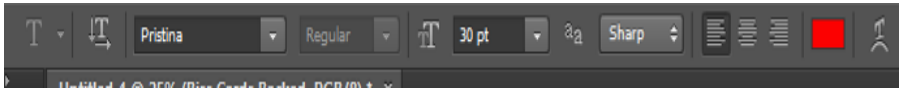
**Eyedropper** tool: picks up a sample of any colour on which you pick, making colour the active colour

## **Tool Options Bar**

Options bar lets you customize the selected tool in the Toolbox.

As you change tools, the Tool Options bar changes according to whatever options are available for the tool.



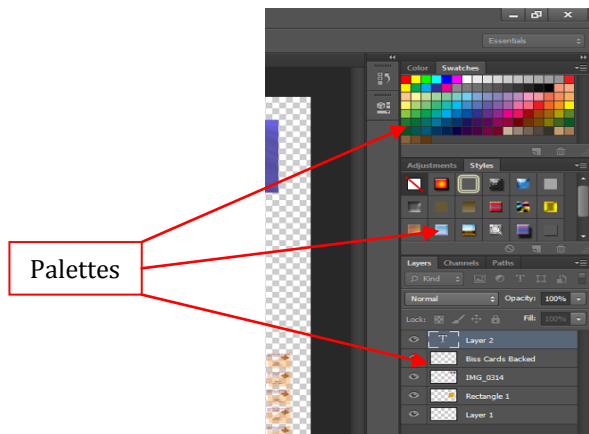


## Palettes

Palettes give access to common commands and resources, help you monitor and modify your files. They are organized by function into four groups:

- Color - Swatches - Styles
- History - Actions
- Layers - Channels – Paths

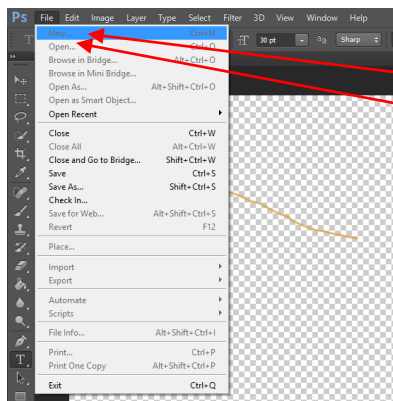
Palettes can be accessed from the Window drag-down menu. Swatches palette let you select colours.



## Working with files

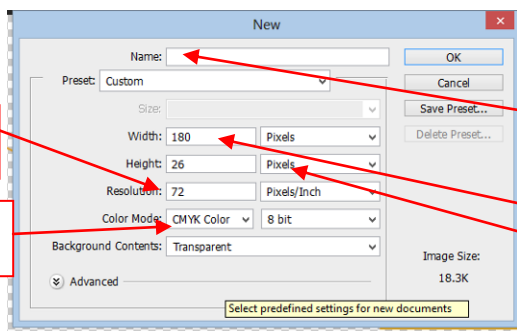
### Opening, saving, and creating new files

Command **File**, then go to **Open** and can be used to open any type of graphics file.



File new or open

To create a new file: go to **File** then **New** and set the height, width, and resolution of the new file in the dialogue box. If the image will be gray select grayscale, if there will be color select CMYK mode.



Resolution

Color Mode

File Name

File size & Units

## File size

Size is usually given in both pixels and inches (you have the option of changing these units). Note: Pixel units are useful when sizing images for the web but for print use inches.

To check the size of an open Photoshop file:

- Choose **Image**, go to **Image Size**.

- A dialogue box will appear with the size and resolution. You can change the image size by changing either size or resolution. If you want to resize the image proportionally, check the "Constrain Proportions" box.

## Image and saving Formats

There are different image formats that exist and they have to do with the way information is stored in the image and the type of compression used. The most common formats are:

- TIFF (Tagged-Image File Format) is a file very rich in data (color, resolution, etc.). However, they are too large and memory intensive.
- GIF (Graphics Interchange) is used exclusively for Web graphics and are good for high-contrast images.
- JPEG (Joint Photographic Expert group) is commonly used on the Web and are good for saving images in which differences in color and brightness between adjacent pixels are slight.
- PICT (a Macintosh file format)
- PSD (Photoshop file format)

## Using the selection tools

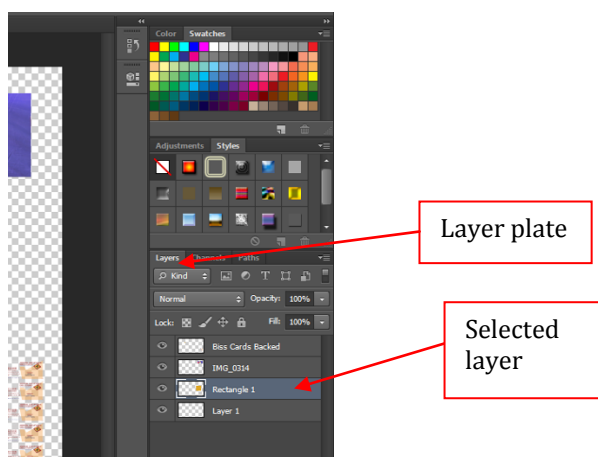
Photoshop provides you with several tools to define selections. The most important are the Marquee, Lasso, and Magic wand.

- **Marquee:** marquee tool enables you to define a variety of geometric selection outlines -- square, elliptical, and single pixel. The Marquee tool is useful for cutting large parts of an image.
- **Lasso:** Lasso tool allows you to create free form selection outlines in a freeform path around the object you want to select. You can use the polygonal lasso to define a straight-sided selection.

- **Magic wand:** just click on the image with the wand and it selects all the neighboring pixels whose brightness values fall within a predetermined range.

## Using Layers

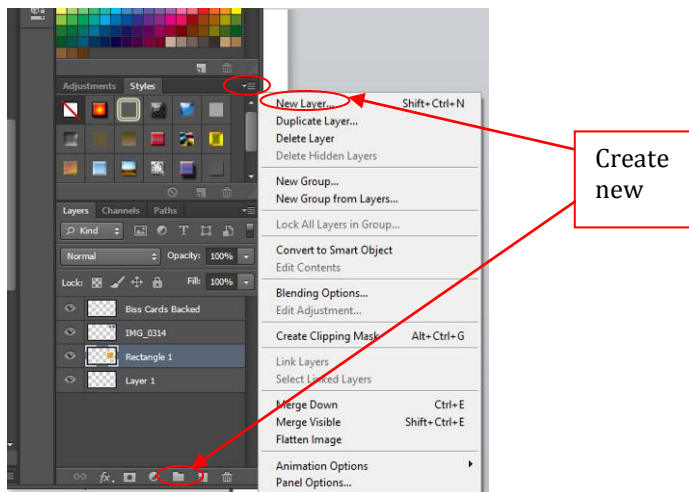
Layers are Photoshop's way of organizing an image. In a Photoshop image, each layer is analogous to a sheet of trace paper in a traditional overlay. Each layer has its own composition, entirely independent of all other layers, and can be edited, repositioned, or deleted without affecting the others. Layers make any picture editing easier to make changes.



## Creating new layers

To create a new layer, do the following:

- click the layer options button in the Layers palette and click on **New Layer**, or go to **Layer menu > New**



- A dialogue box appears and you can name your layer. This name will show up in the Layers palette. It's a good idea to give your layers descriptive names to distinguish them from the rest.

## Adding Text

Photoshop allows you to add text directly on your picture, and it places text in a new layer (this layer is created automatically). To add text, simply click on the Type tool in Toolbox and then click on your image and type in text.

- You can move the text around on your image. Choose Move tool, place the cursor on the text, click-and-hold, and reposition the text, and be sure you are in the right layer.
- You can also change the formatting of text you have already entered, you first go to the right layer and choose Type tool and then highlight the text with the cursor and modify it.

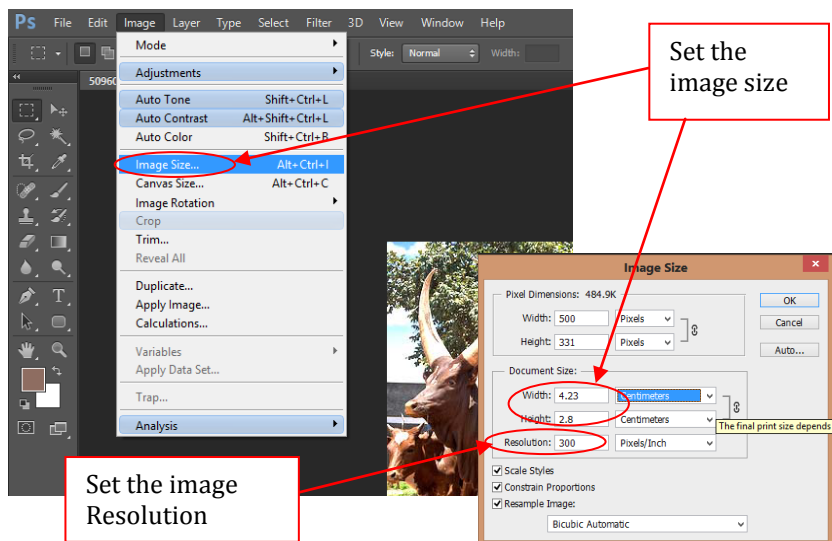
## Image Editing

### Moving the image

To reposition an image on the screen, use the Move tool. But before you move an element, you have to make sure that the layer in which the element stands is active or selected. Then, select the Move tool from the Tool Palette, then click-and-hold the image and move the layer around.

### Changing the image or photo size

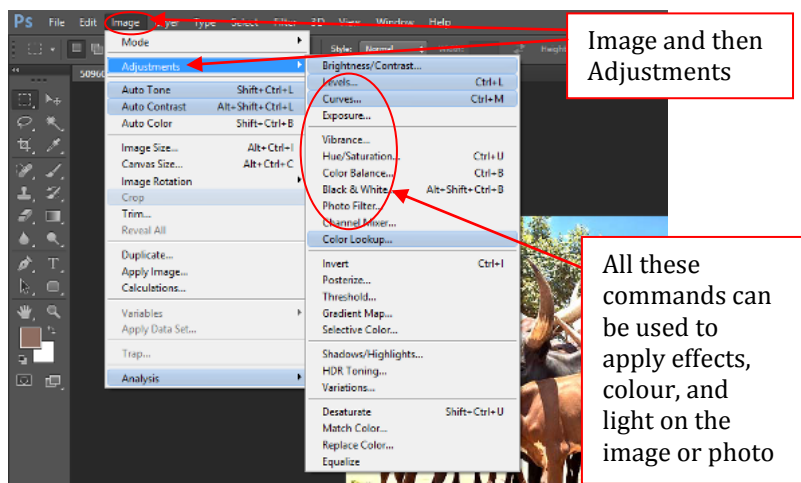
To change the image size simply move the cursor to the menu bar and click on the image, then go to image size or canvas size plus the image resolution to get a better image quality.



## Adjusting the Image or Photo brightness

There are several options under **Edit** on the menu bar that are used for adding effects on the image or photo.

Select **Edit** then go to **Adjustments** you will be able to see a list of commands such as levels, curves, hue, saturation, and brightness, they will help you to apply brightness in the image.

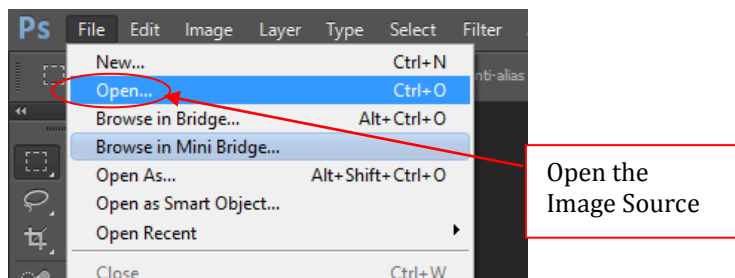


Under **Adjustments** there are several simple commands you can use to control the colour of your image.

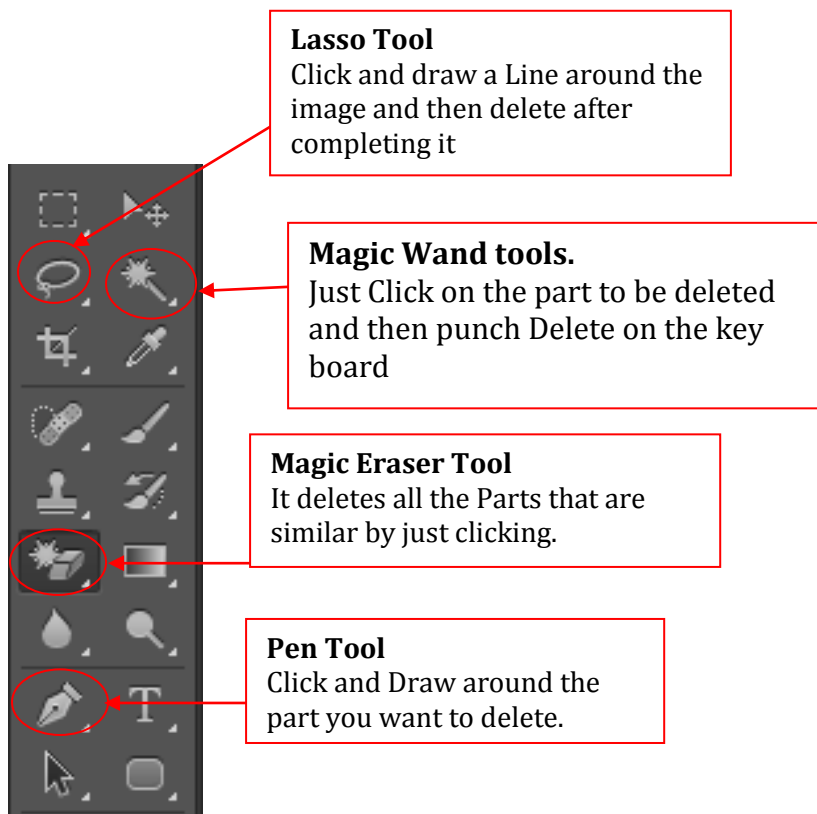
## Removing the background.

### Cropping, Cutting and Removing the Photo/ Image background.

Go to file and click on open, then open image or photo from your computer source and then make sure that the layer is selected in order to be able to edit



There are many ways you may use to remove the background that is the Lasso, Pen, Eraser, magic Eraser and the Magic Wand tools.



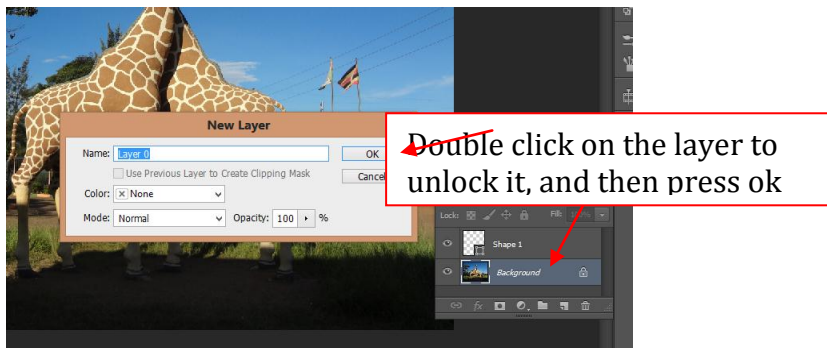


## Using the pen tool

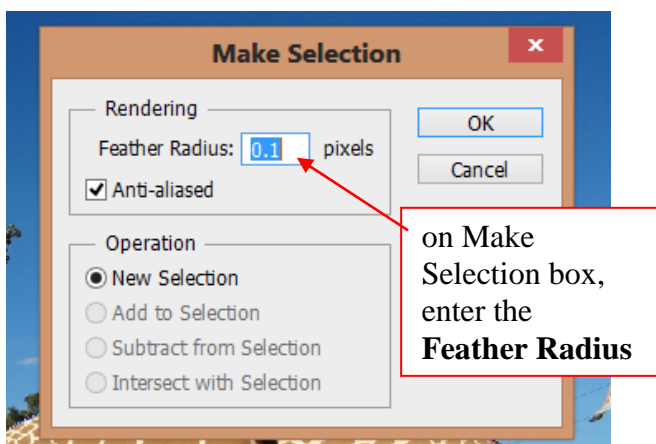
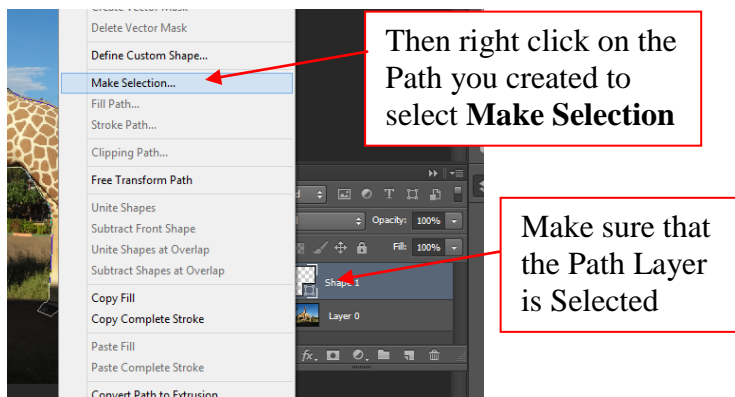
Click and Draw around the part you want to delete



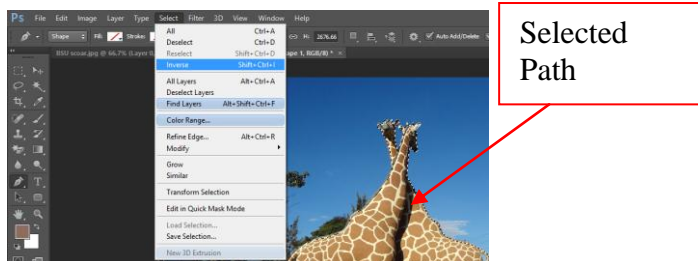
After completing the line, then select the layer and double click on it to unlock.



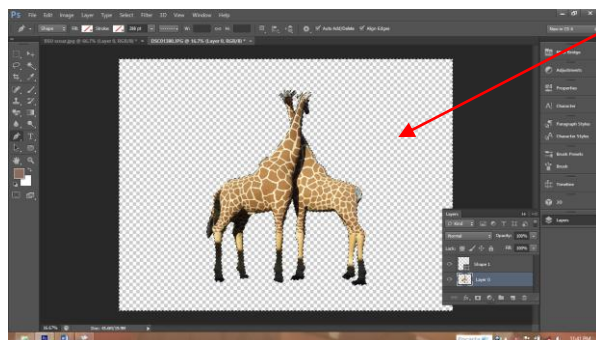
Then right click on the Path layer you created to make it active, then left click on the Path you created and select **Make Selection** the path will be selected.



After entering the feather radius go to **Select** on the menu bar, then go to **Inverse** and press **Delete** on the Keyboard to remove the background.



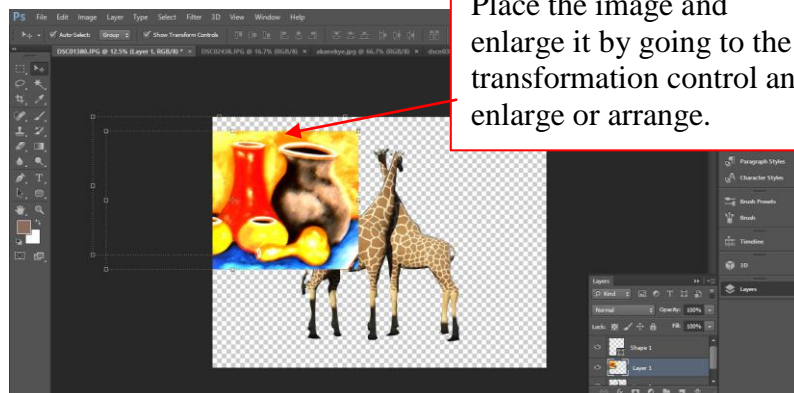
Press delete on the keyboard when the image layer is selected.



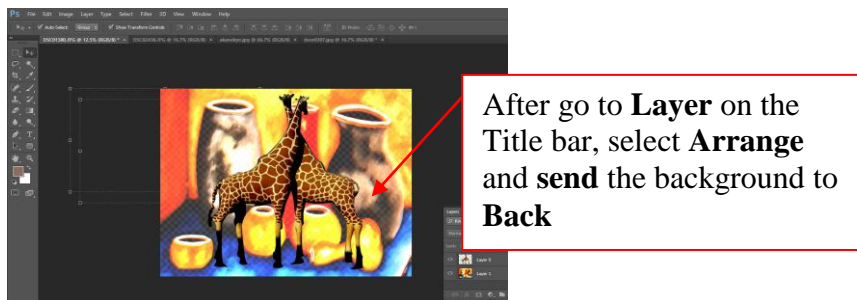
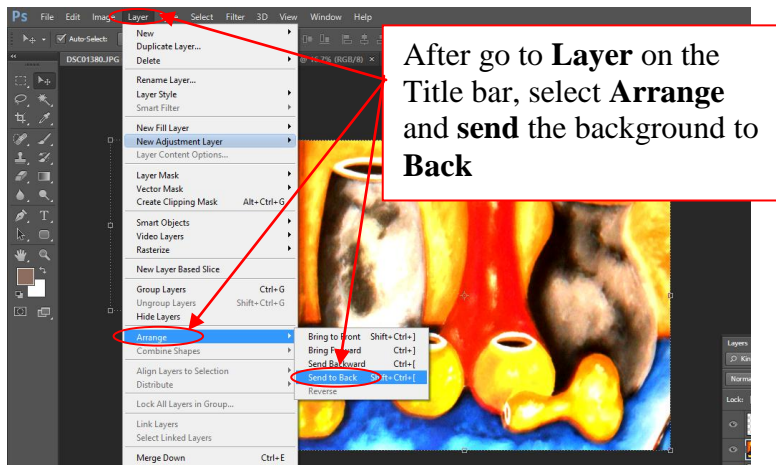
Background Deleted

After removing the background, it can be replaced with another background which can be created or replaced with another image. By going to **File** on the Title Bar, click on **Place** and pick the image you want to use as the new background. Photoshop also helps you to create your own background.

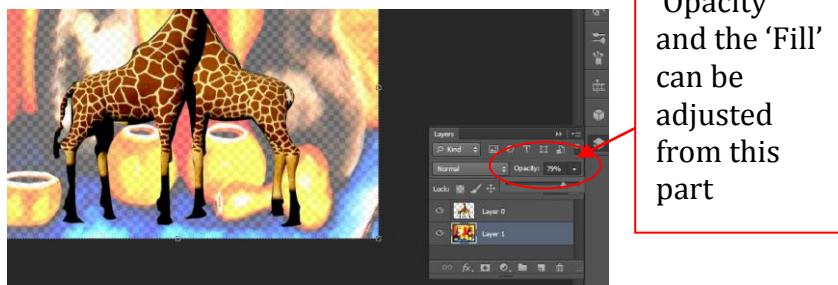
To replace the background, just pick any image from its source and drag it there or go to 'file' on the title bar and place it



Place the image and enlarge it by going to the transformation control and enlarge or arrange it



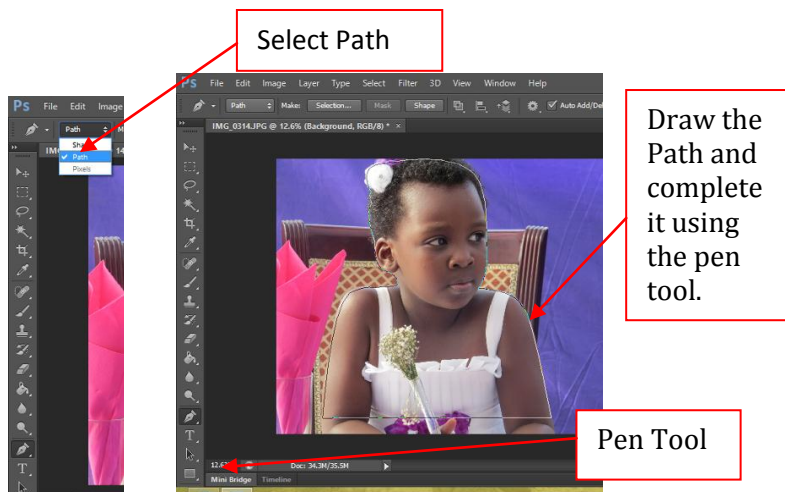
After adding the background, the artwork can be edited further by adding more effects using **Transform**, **Hue**, **Saturation**, **Brightness**, reducing and incusing the **Opacity** and the **Fill** on the 'layer' plate.



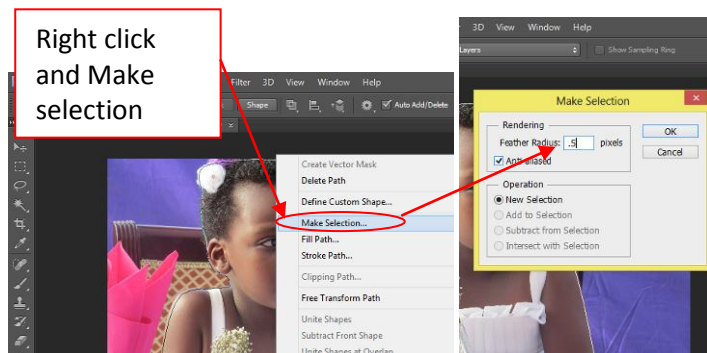
## Removing the Photo Background

There are many methods of removing the background like using the lasso tool, pen, magic eraser tool etc.

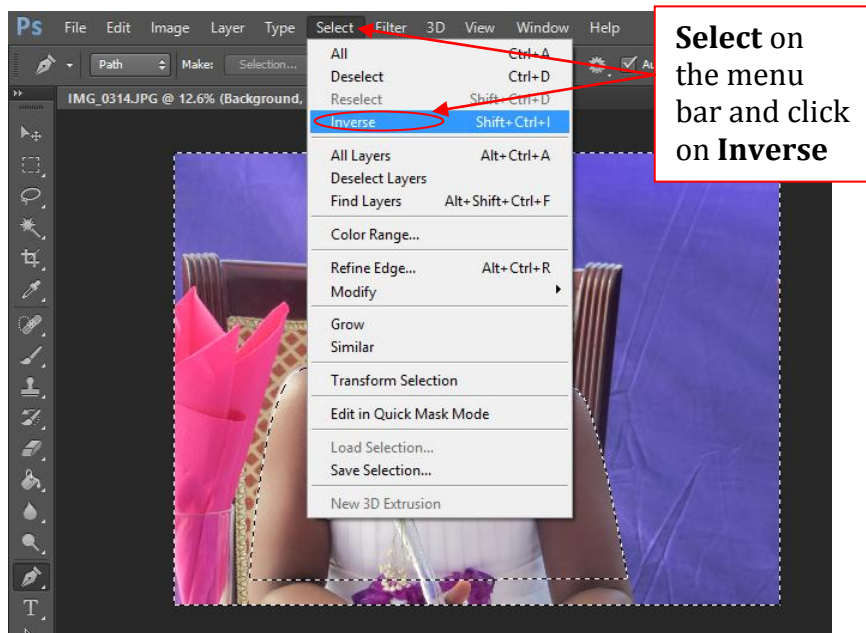
To remove the background we shall use the simplest method which is the **Pen Tool**, then select the **Part** not shape and draw around the photo.



Then double click on the layer and un-lock it. Right click on the path and **make Selection** then put the feather Radius.

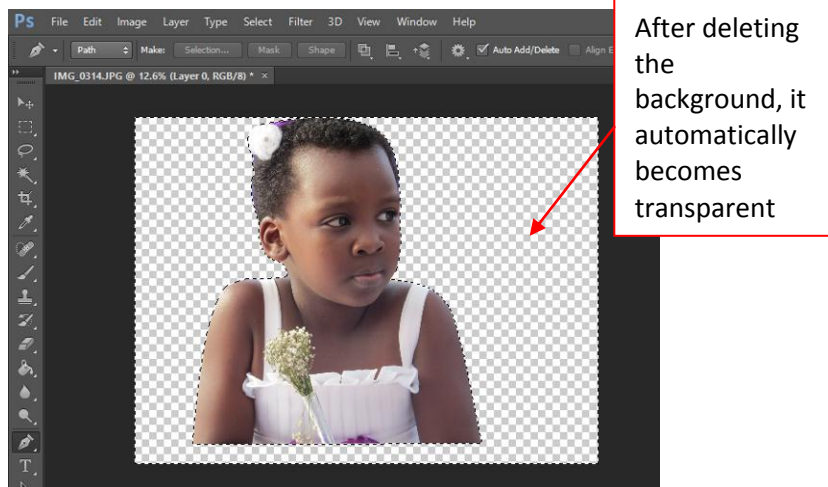


Then move to **select** on the menu bar and click on **inverse**



**Select** on the menu bar and click on **Inverse**

After just puch **Delect** on the key-board



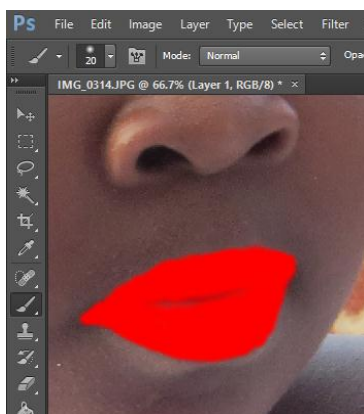
After deleting the background, it automatically becomes transparent



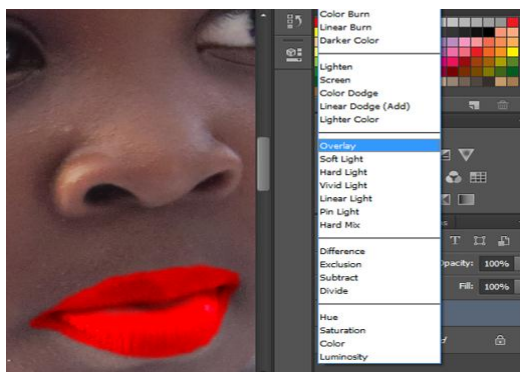
## Creating lipstick, effects on a photo.

There are many ways of making a lipstick but we are going to take the simplest way.

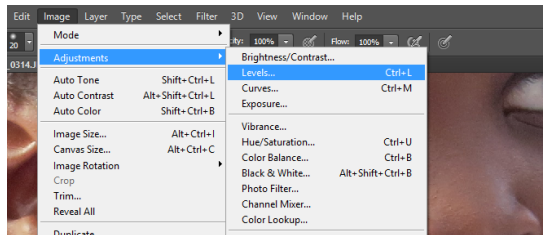
To create a simple lipstick, open the photo from the computer, Zoom the photo to get the lips clearly then create a new layer, pick the **brush tool** and reduce the radius. Pick the colour you may need to use as the lip stick colour and paint on the lips. Don't mind even if it gets beyond because after you can use the **Rubber tool** to rub some protruding parts off.



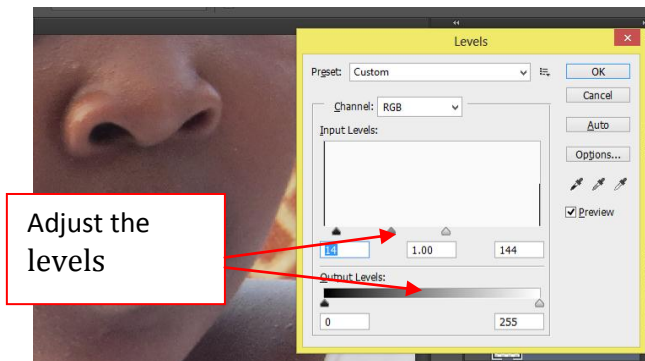
After drawing using the brush tool, go to layer and set the blending mode to **overlay**.



After use the **Erazer tool** to rubber out the protruding parts on the lips. Then add more effect by using the levels, brightness and the curves, by going to **images** on the title bar, to **adjustments** then levels and curves to adjust accordingly.



Use levels and curves when the layer is selected, and reducing transparency or opacity as well.

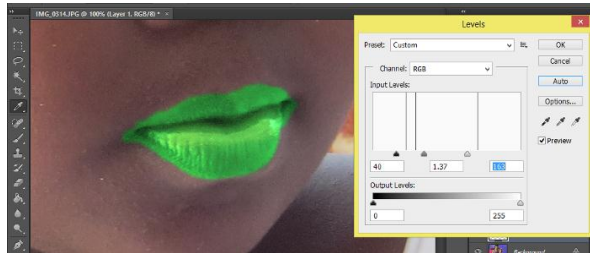


**Then final work**



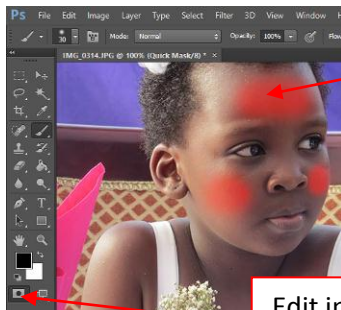


Finally the lipstick can be created depending on the colour selected.



## Creating Make-up

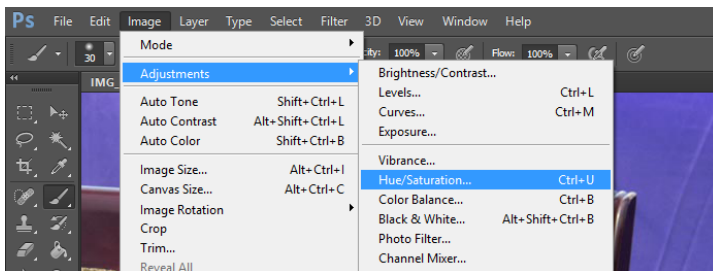
To open the image, Press on the key board **(Q)** or click on the **quick edit mask mode** on the tool box, then pick the brush tool and increase the brush weight on the picker and where you want the make up to be like on the chicks.



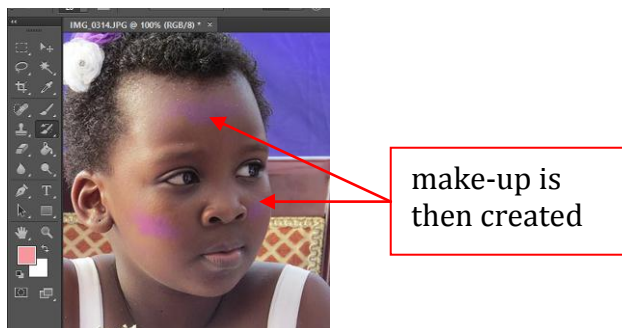
Paint with the  
Brush tool

Edit in Quick  
mask mode

After, remove the **Quick mask** and go to **select** on the title bar and click inverse that is if it selects every thing. Then go to image and make adjustments by using the **Hue/saturation** and adjust accordingly.

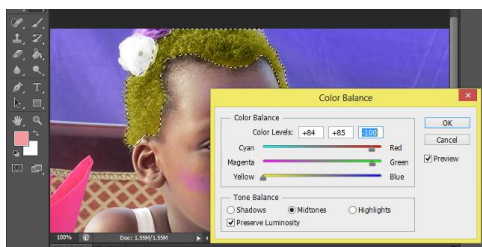


After, go to select on the title bar and **Deselect**, then go to the **history Brush tool** and remove the agdes and clearly get the make-up you want.



## Adding Make-up on the hair and changing hair colour

Do the same procedures like when putting the make-up, pick the brush tool then put the quick edit command and paint the hair with the brush tool, go to image adjustments and then colour balance.

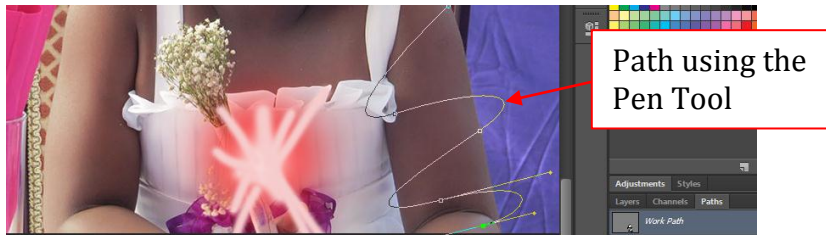


Then use the **Healing Brush Tool** and clean the Brush

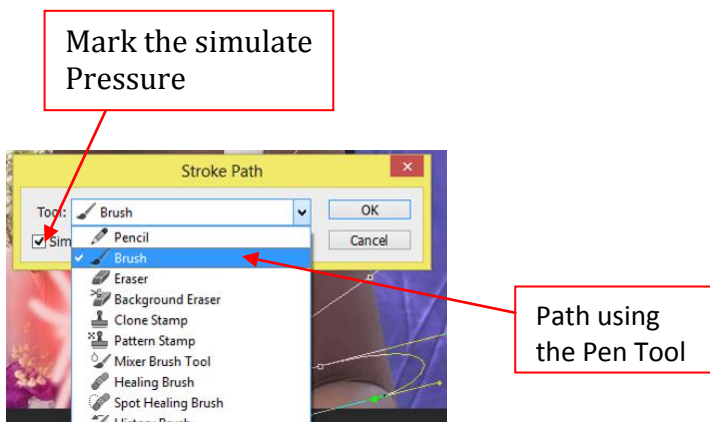


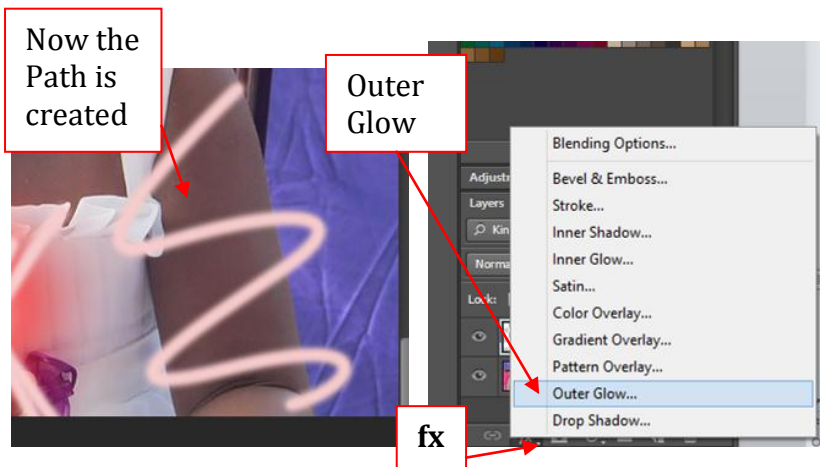
## Create a curves in Photoshop

Create new layer and use the pen tool to draw the path



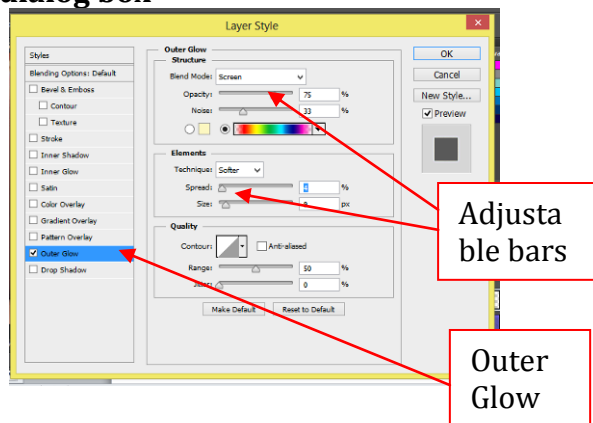
Then go to Path, right click and create **stroke Path** then click ok and Delete the path.





After creating the path, get the Eraser Tool and rub off the unwanted parts. Then go to layer style **(fx)** pick outer glow and add effects.

## Layer Style dialog box

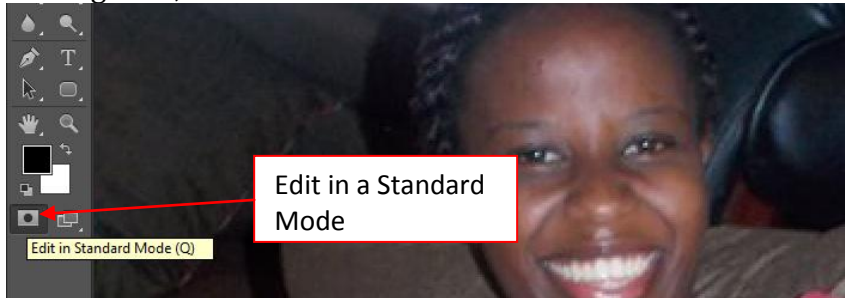


## Smoothing and Softening the Image

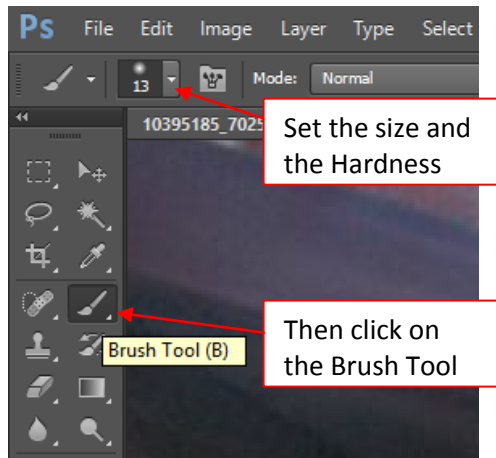
There are very many methods of smoothing or softening the image.

Open the image from the image source or computer, and make sure that the layer is selected.

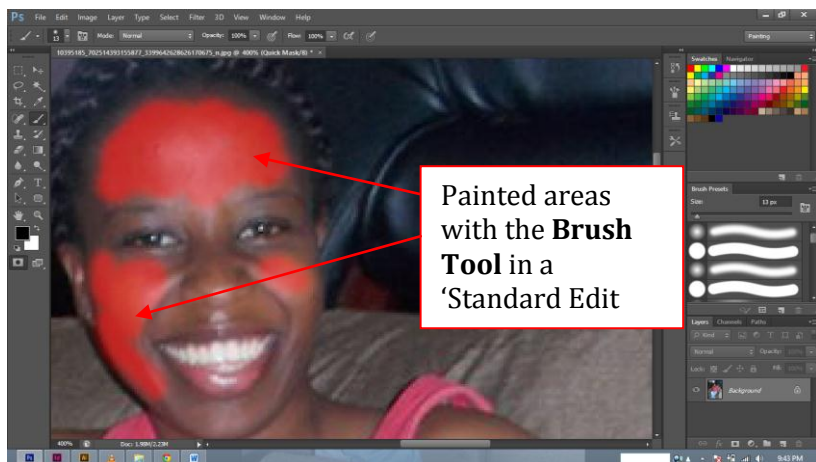
The first step is to click on the **Edit in quick mask mode** after clicking on it, it will turn to '**Edit in a Standard Mode**'



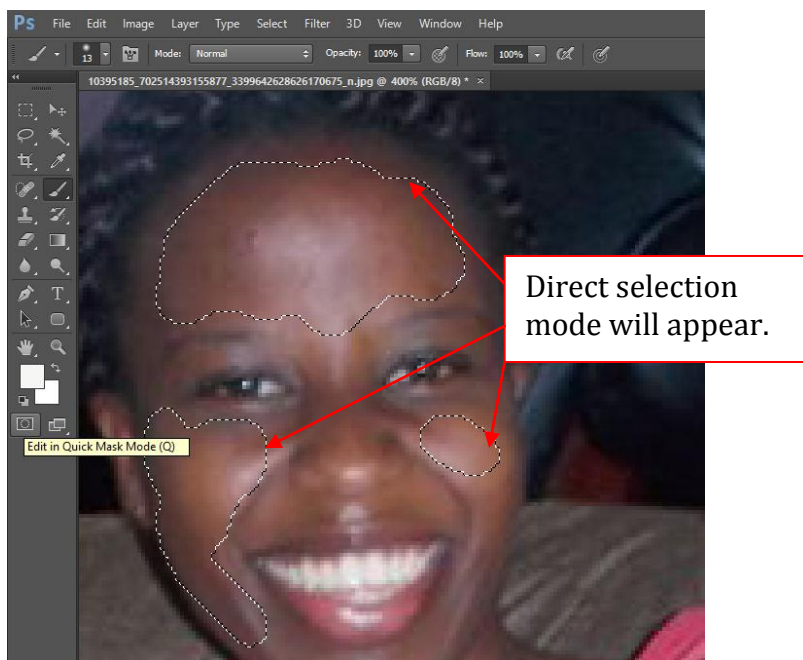
Then go to the Brush Tool.



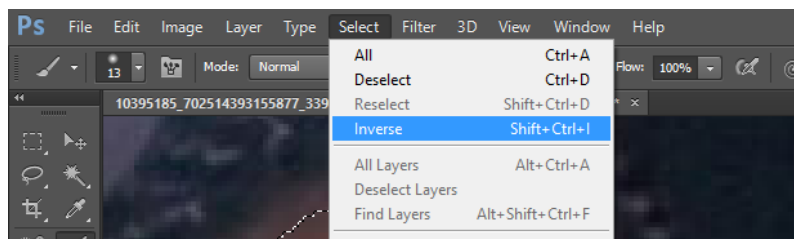
Then use the Brush and paint around the part you want to smoothen. The brush will be painting in red like colour.



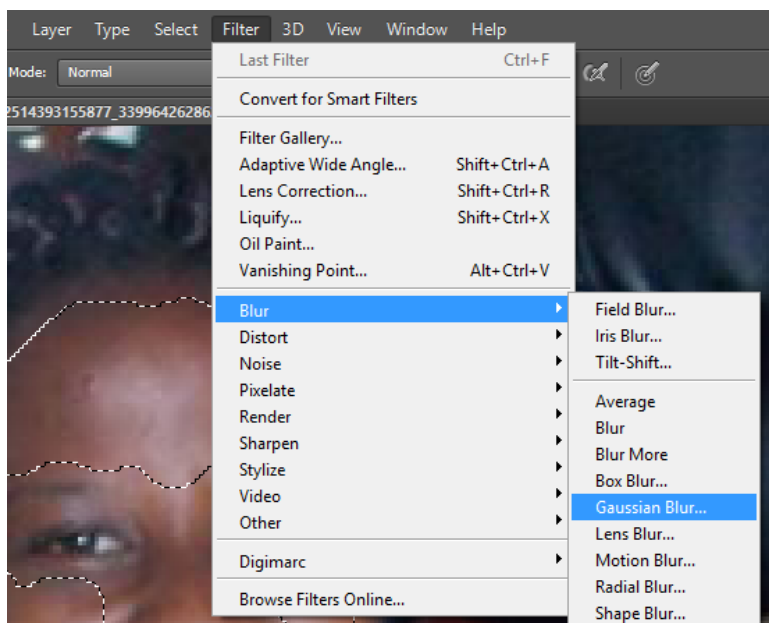
After click on a Standard Edit Mode to get back to **Edit in quick mask mode**, then red colour will disappear and the direct selection will appear on the areas painted.



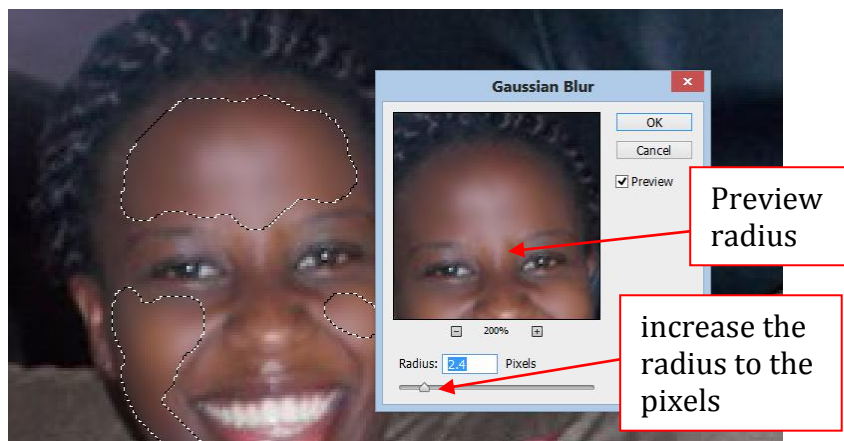
Then go to **select** on the Title Bar and select **Inverse** so that parts painted can be selected for editing, blurring and smoothening.



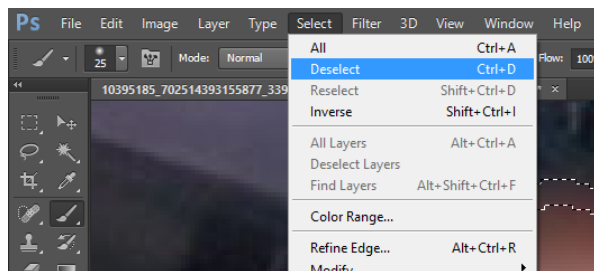
Then lastly go to **filter** on the title bar, and pick or click on **Blur** then go to **Gaussian Blur** the drop down menu will appear which will help to smoothen to the level you may need.



Use the **Gaussian Blur** and increase the radius to the pixels that will make the work appear good.

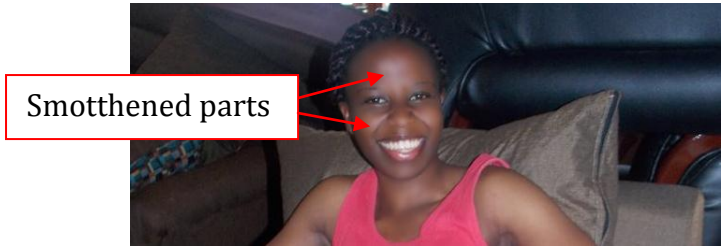


**Note:** Than if the Brul goes to the whole image then remove the **Inverse** by going to **select** on the Title Bar and click on **Inverse** then go to **fliter** on the title bar, and pick or click on **Blur** then go to **Gaussian Blur**.

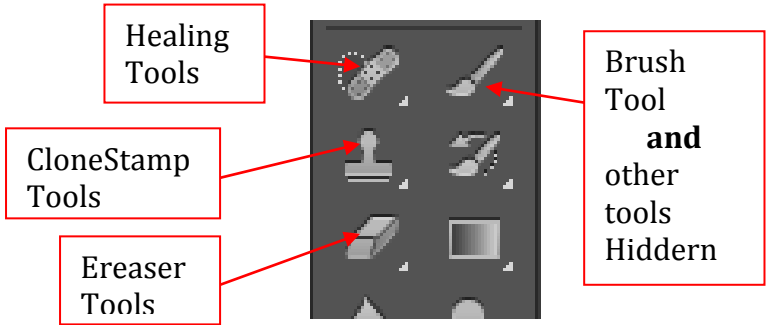


After, go to **Select** on the title bar and **Deselect** you will get the final art work, Image or photo smothtened.



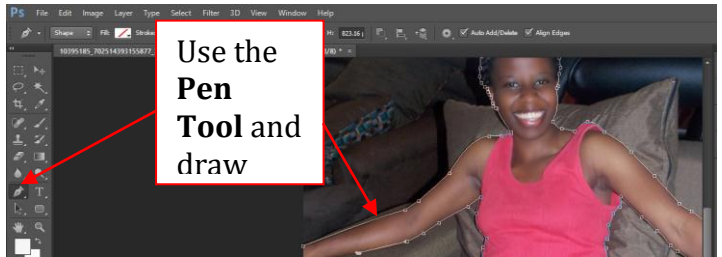


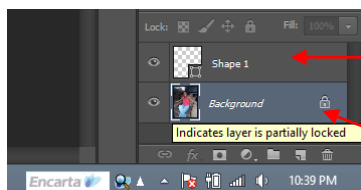
**Note:** There are many more methods of smoothening, and some tools also do the editing such as the Healing tool, Stamp Tool, Blur and all other tools hidden under those different tools.



### Treating the backgroud of the Photo

Just use the pen tool and draw around the photo and complete, then make sure that the layer of the **Pen** drawing is selected then **Right click** and click on **Make Selection**.





layer of the **Pen** drawn

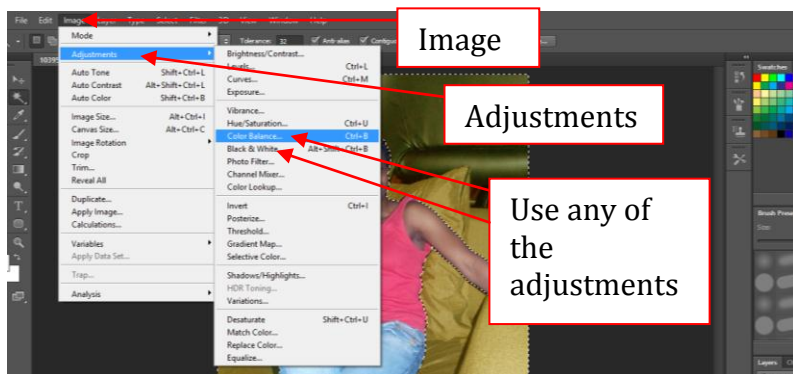
Double click to  
**unlock** the Layer



**Right click** and click  
on **Make Selection.**

Make sure that the  
layer of the photo is  
selected and unlocked

Then go to Image **Adjustments** then to **Colour** Balance or any effect on the drop down list under Adjustments the effect will appear as shown below.

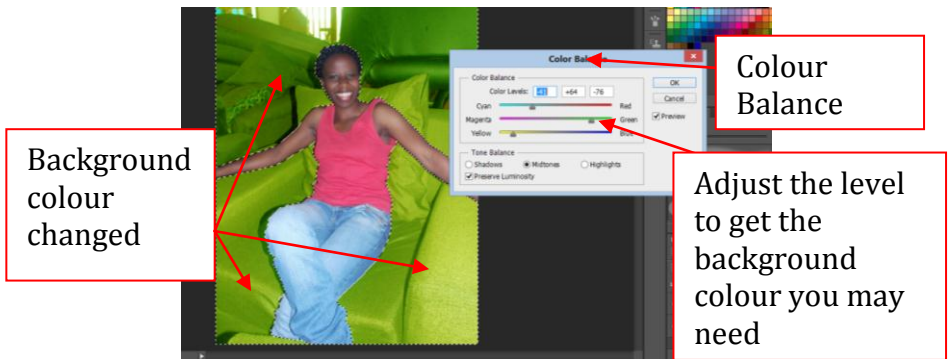


Image

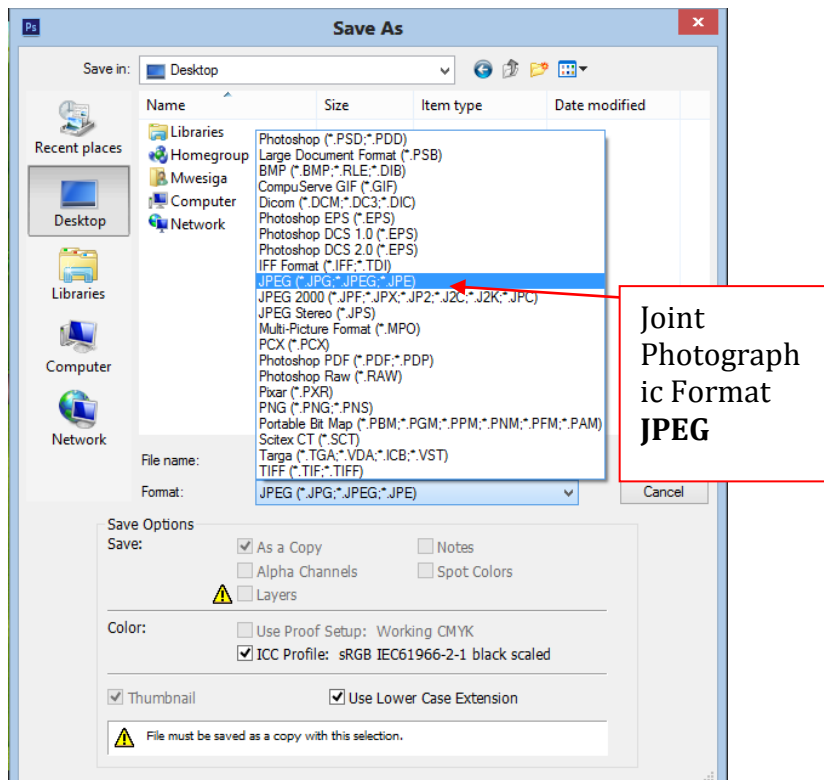
Adjustments

Use any of  
the  
adjustments

Before you start working on the background make sure that you go to **select** on the Title bar and **Inverse**.



Then after go to select on the title bar and deselet. Lastly go to file and save in a **Joint Photographic Format**.



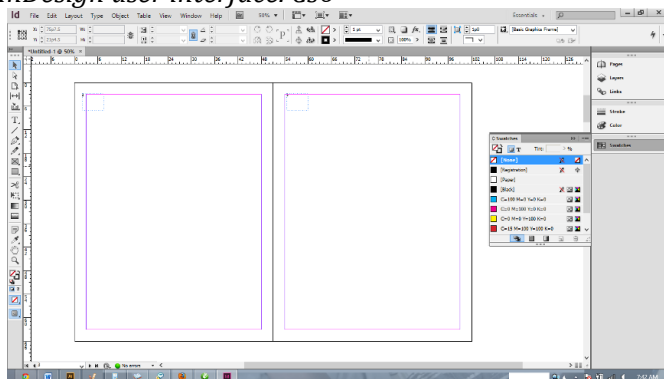
# Adobe InDesign

## Introduction InDesign

InDesign is the successor to Adobe's own PageMaker, which was acquired with the purchase of Aldus in late 1994. By 1998 PageMaker had lost almost the entire professional market to the comparatively feature-rich QuarkXPress 3.3, released in 1992.

InDesign is a desktop publishing software application produced by Adobe Systems. Basically it can create works such as posters, flyers, brochures, magazines, newspapers and books. InDesign can also publish content suitable for tablet devices in conjunction with Adobe Digital Publishing Suite. Graphic designers and production artists are the principal users, creating and laying out periodical publications, posters, and print media. It also supports export to EPUB and SWF formats to create digital publications, and content suitable for consumption on tablet computers.

### *Adobe InDesign user interface. Cs6*

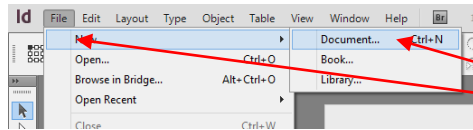


## Launching InDesign

Go to the Start baton > All programmes > Adobe InDesign cc

## Setting up new document

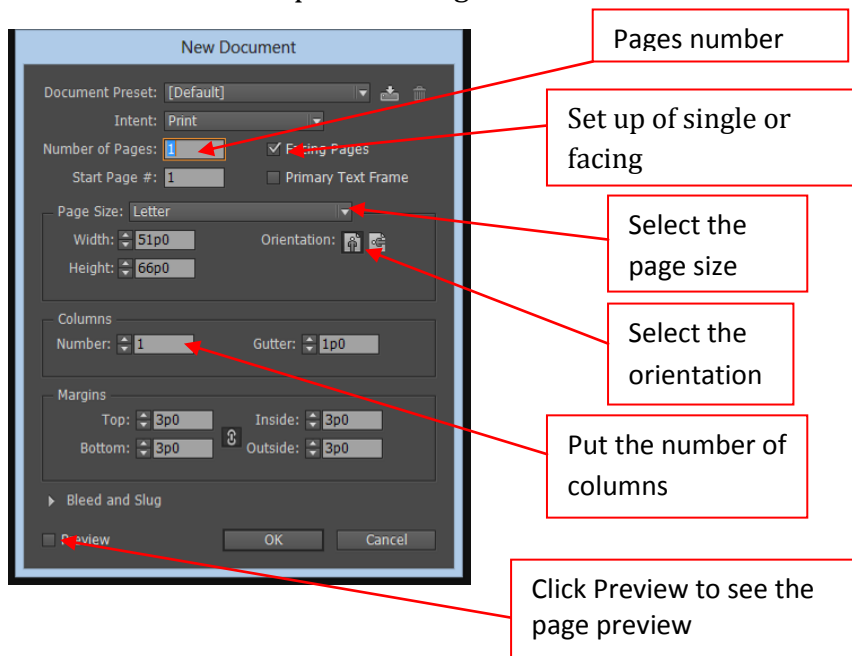
Go to **file** on the title bar/ menu bar go to **New** then click on **Document**



**file** on the title bar/ menu bar go to **New** then click on **Document**

Set up number of pages, page size and orientation and then press **ok**.

New Document set-up for InDesign **cc** version



## New Document description:

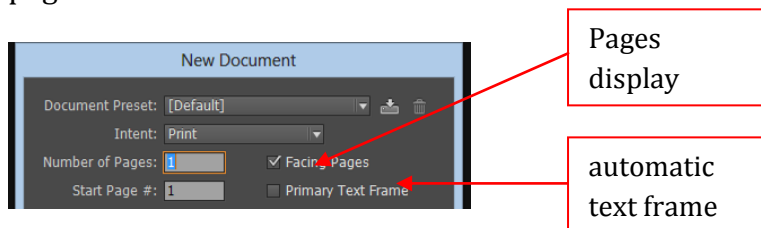
Pages can be set up **single** or **facing**. The following descriptions should help with your decision making:

## Facing

Facing Pages displays **two** pages at a time on the screen (except page one, which is displayed alone). This selection is appropriate if you are setting up a magazine or booklet, because the pages are set up to face each other, just as they would in a book.

## Master Text Frame

This option creates an automatic text frame on the master page.



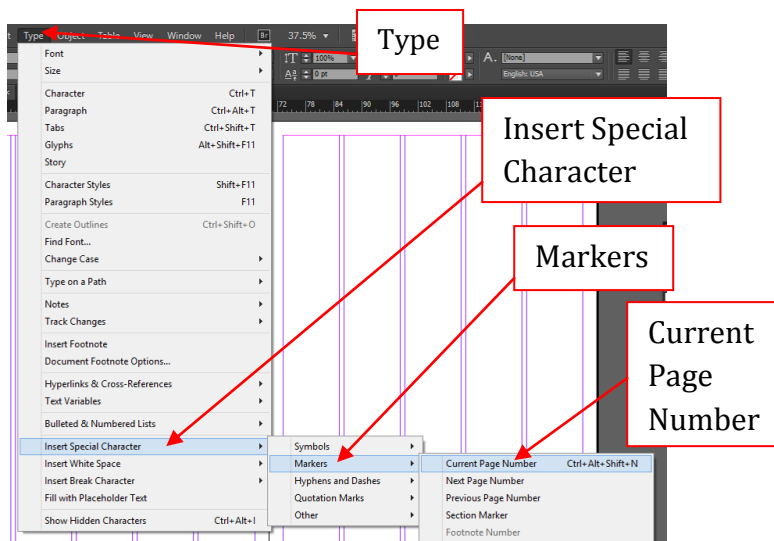
## Master Pages

The master page controls all the pages. Whatever is set or designed in the master page will appear on every page. However you can set more than two master pages that is (master a, b, c etc.).

The master page will help you to use consistent header and footer on each page, and to include page numbering. Numbering can be done by following these steps; while in the **master page**, click with the Type tool inside of each text frame, and go to **Type** move to **Insert Special Character**, **markers** then click on **Current Page Number** or **Auto Page Number**.

## Auto Page Number

*(Do this while in the master page)*



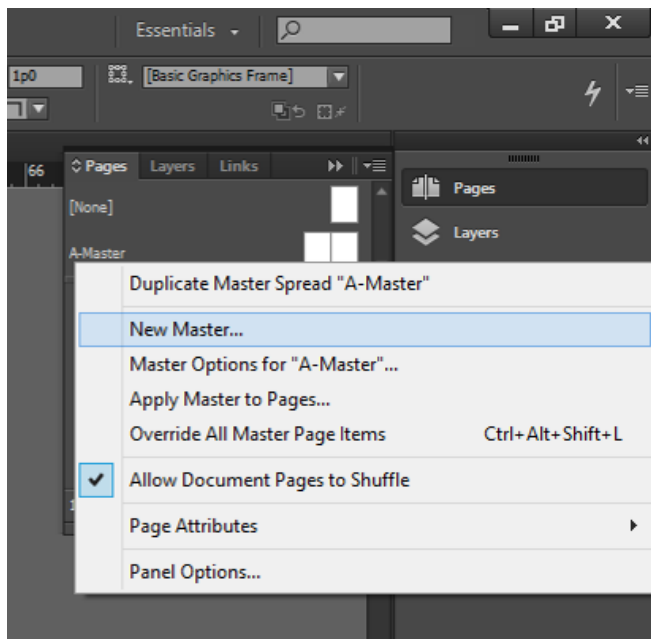
## To create a Master page:

InDesign by default set master pages. You may choose to edit these, or to add more master pages, right click on **the pages palette** then go to **New Master**.

In the Page palette, click on the page icon (Shift-click to select multiple pages), then in the pop-out Options menu for the Pages palette, choose 'Apply **Master to pages**'.

(You can also just drag and drop the Master icon at the top of the Pages palette onto the page icon that you want to attach to the Master).

To detach a page from a Master page , Click on the page number, then use the Page Options menu to choose **Apply Master**, and choose **None** or drag the **None** icon onto the page icon in the pages palette.

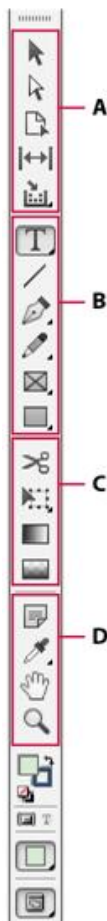


## The tool box

The tools in the tool box have different functions like for selecting, editing, and creating page elements. Others are for choosing type, shapes, lines, and gradients etc.

Select a tool from the default toolbox by clicking it. The toolbox also contains several hidden tools related to the visible tools. Hidden tools are indicated by arrows to the right of the tool icons. Select a hidden tool by clicking and holding the current tool in the toolbox and then selecting the tool that you want or click hold and move to the end and **tear off**.





## A Selection tools

- **Selection (V, Escape)\***
- **Direct Selection (A)**
- **Page (Shift + P)**
- **Gap (U)**
- **Content Collector (B)**
- **Content Placer**

## B Drawing and Type tools

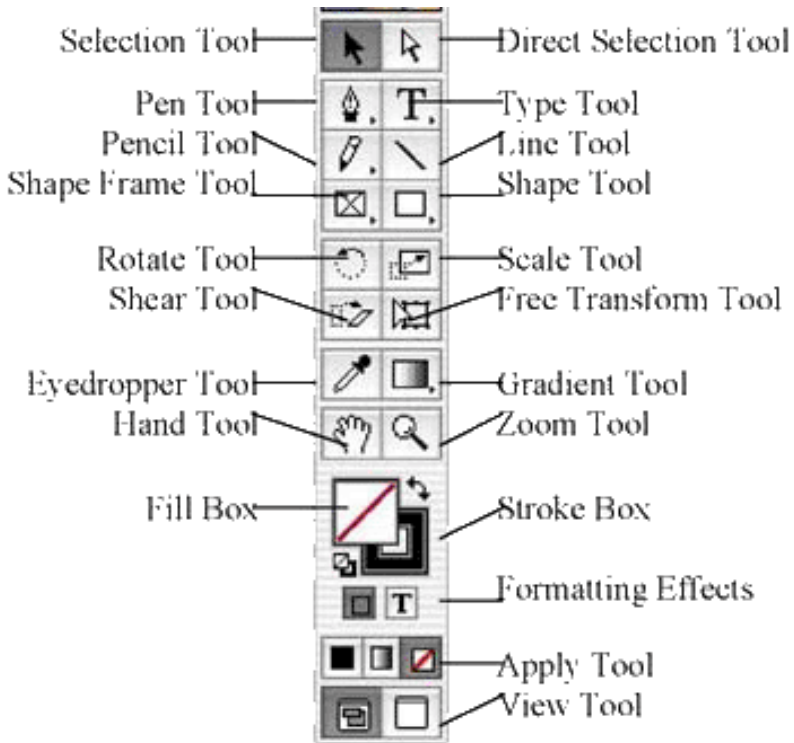
- **Type (T)**
  - **Type On a Path (Shift+T)**
- **Line (I)**
- **Pen (P)**
  - **Add Anchor Point (=)**
  - **Delete Anchor Point (-)**
  - **Convert Direction Point (Shift+C)**
- **Pencil (N)**
  - **Smooth**
  - **Erase**
- **Rectangle Frame (F)**
  - **Ellipse Frame**
  - **Polygon Frame**
- **Rectangle (M)**
  - **Ellipse (L)**
  - **Polygon**

## C Transformation tools

- **Scissors (C)**
- **Free Transform (E)**
  - **Rotate (R)**
  - **Scale (S)**
  - **Shear (O)**
- **Gradient Swatch (G)**
- **Gradient Feather (Shift+G)**

## D Modification and Navigation tools

- **Note**
- **Eyedropper (I)**
- **Measure (K)**
- **Hand (H)**
- **Zoom (Z)**



## Tool Description

- **Selection Tool:** is for selecting the entire paths, objects, and groups by selecting any spot on them.
- **Direct-Selection Tool:** Selects individual anchor points or segments on a path.
- **Pen Tool:** Creates straight lines and smooth, flowing curves with great precision.
- **Eyedropper Tool:** Copy appearance and colour attributes from any object.
- **Pencil Tool:** Draw open and closed paths as if you were drawing with a pencil on paper.
- **Type Tool:** Creates horizontal or vertical type anywhere in a file.

- **Scissors** Tool: Split an open path into two paths and split a closed path so that it becomes one or more open paths.
- **Free-Transforming** Tool: Distorts objects into different sizes and shapes.
- **Rotate** Tool: Rotates objects around a fixed point that you designate.
- **Zoom** Tools: Magnifies or reduces the display of an area in the file to 64 times actual size.
- **Shear** Tool: Slants, or skews object along its horizontal axis, and can also rotate both axes.
- **Scale** Tool: Enlarges or reduces object horizontally, vertically.

## To Display the toolbox

Go to **Window** on the title bar then select **Tools**.

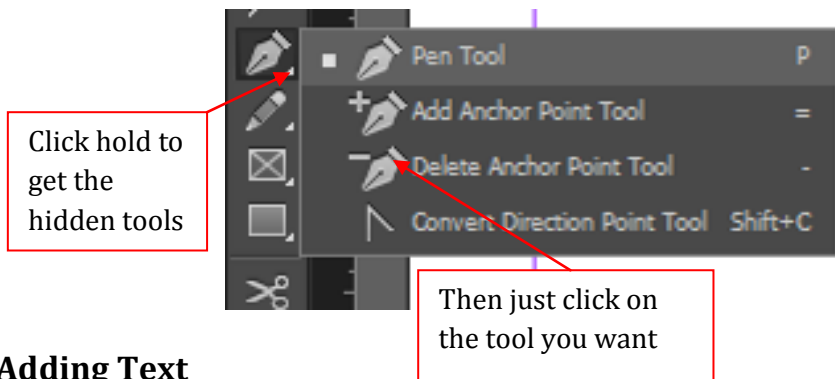
## Getting the tool options

Simply Double-click on a tool in the toolbox or move then move to the options that appear to adjust accordingly.

This procedure works only for some tools, such as the Eyedropper, Pencil, and Polygon tools.

## Display and select hidden tools

In the toolbox, position the pointer over a tool that has hidden tools and hold down the mouse button. When the hidden tools appear, select a tool or move the cursor to the dot that appears on a tool. Click hold, and you will be able to see the hidden tools



## Adding Text

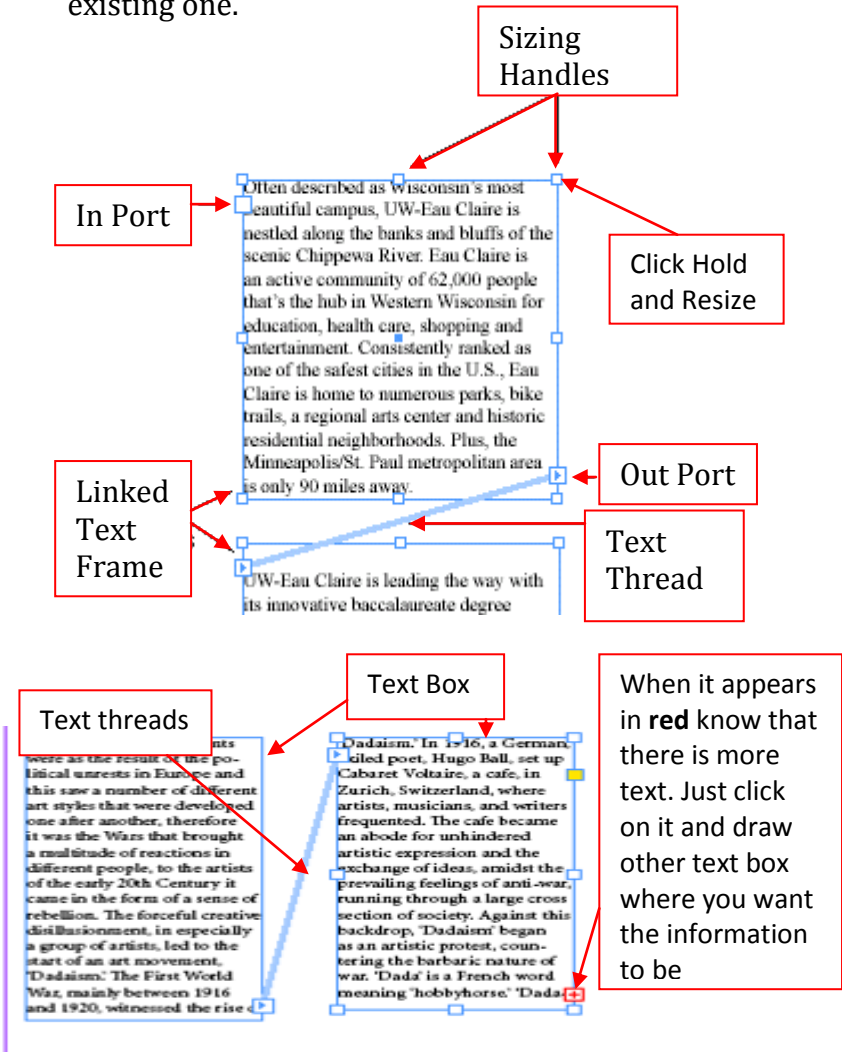
To add text to your document, choose Type tool and move it to wherever you want your text to be. The cursor will appear at the upper left-hand corner of the text box.

You can also import/copy text from outside text files for example MS-word. Simply **right click** and **paste** or go to **Edit** and **paste**.

Adding text by drawing a text box might be easier in terms of formatting the whole document. If you choose this way, select the type tool and click the screen where you want the text to go and drag to create a **text box**, then you click inside the text box to begin typing.

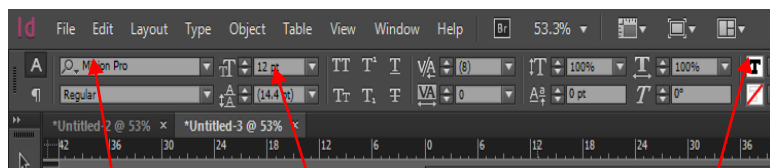
- There are a number of sizing handles that surround the text box, and you can see two of them are larger than the other ones. One is on the upper left (**In-port handle**) and another is near the lower right corner (**Out-port handle**).
- when your text cannot fit in the text box, a red plus sign will appear inside the box on the lower right side (Out-port), indicating that the text is being cut off.

- You can either make the text box bigger or you can click on the red plus sign and then click on your document to continue the text within another text box.
- If you click on the **in-port handle**, you will add a new text box before the existing one. If you click on the **out-port handle**, you will add a new text box after the existing one.



## Changing Type Specifications

The Transform palette allows you to alter your text's appearance. You can modify the front, size, and style of the text. All that can be done on the options/menu bar.



Front Types

Front Size

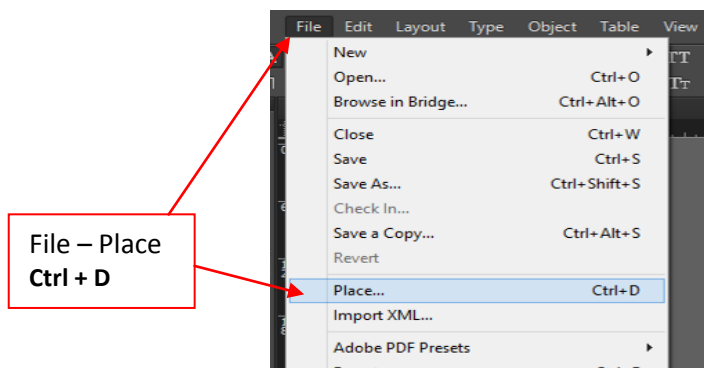
Front colour

## Working with Images

### Inserting/placing images

Import images using the **Place** command on the **File** menu.

Choose **File** then **Place**



File – Place  
Ctrl + D

The cursor will change to an angle symbol representing the upper left-hand corner of the image you want to place. Place

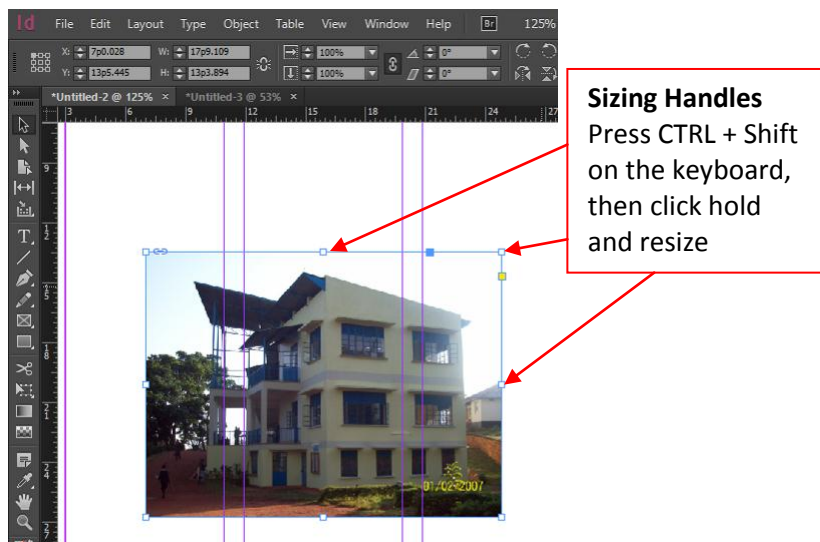
the cursor where you want to insert the image and then click once.

To move the image around, simply click on the image, hold down, and drag it to where you want it to be.

Once you have placed the image, it is simply a link to the original so if you make changes to the original in another program (like Photoshop), the changes will appear in InDesign but you have to make sure that you relink.

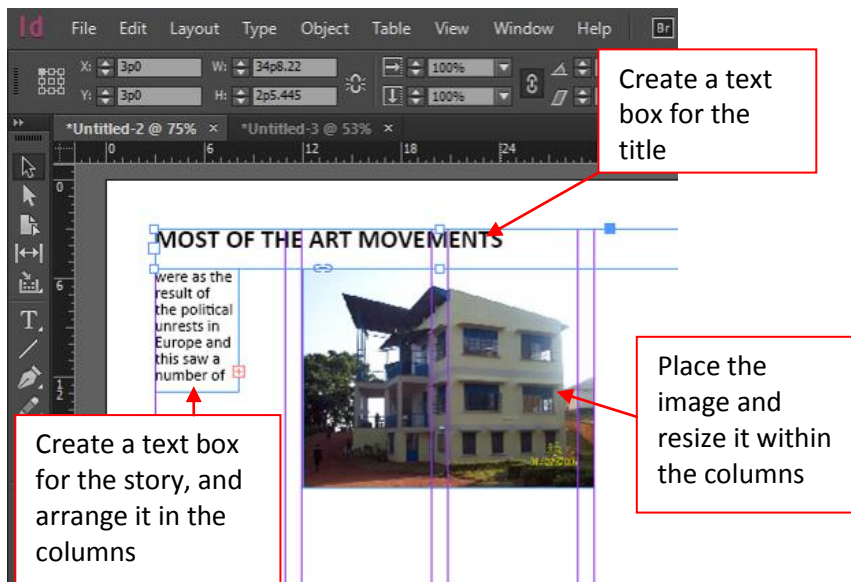
## Resizing

Click on one of the corners of the image, hold down the **Shift** + **Ctrl** keys so that you can be able to size the image proportionally, and drag to make the image larger or smaller.



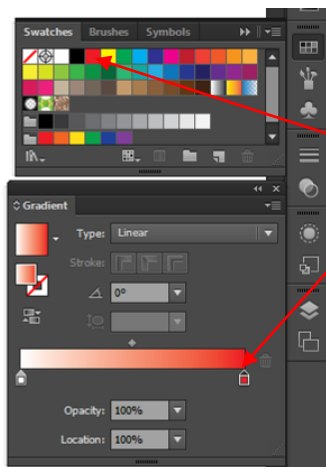
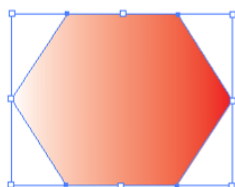
## Laying a page with text and images

Simply copy the text and paste it in the page, and place the image



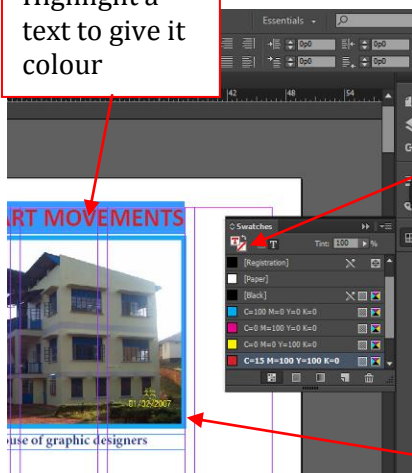


## Applying colour and Gradient



To apply the gradient, click on any colour and drag to the gradient plate, and you can also put as more colours as you want. BUT always make sure that the item to fill the Gradient is selected.

Highlight a text to give it colour



Fill &Stroke colours  
Or Swatches

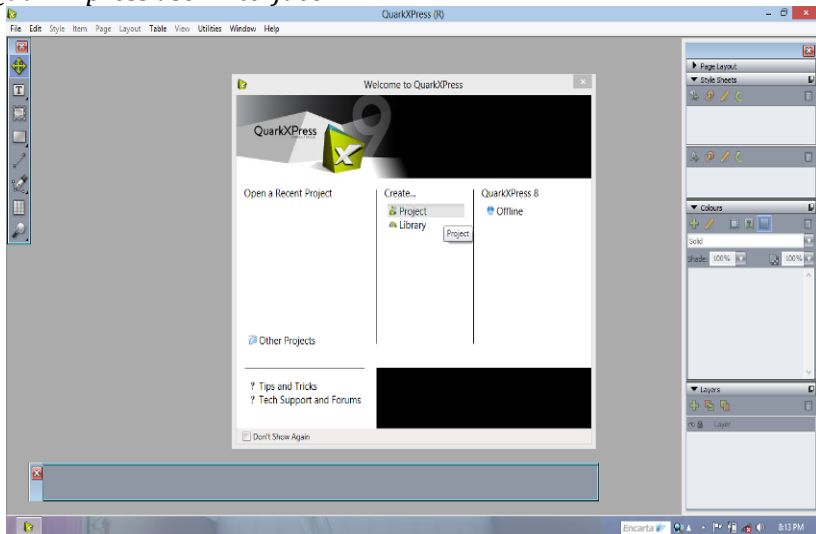
Select the image to give it a stroke

# Quark Xpress

## Introduction to Quark Xpress

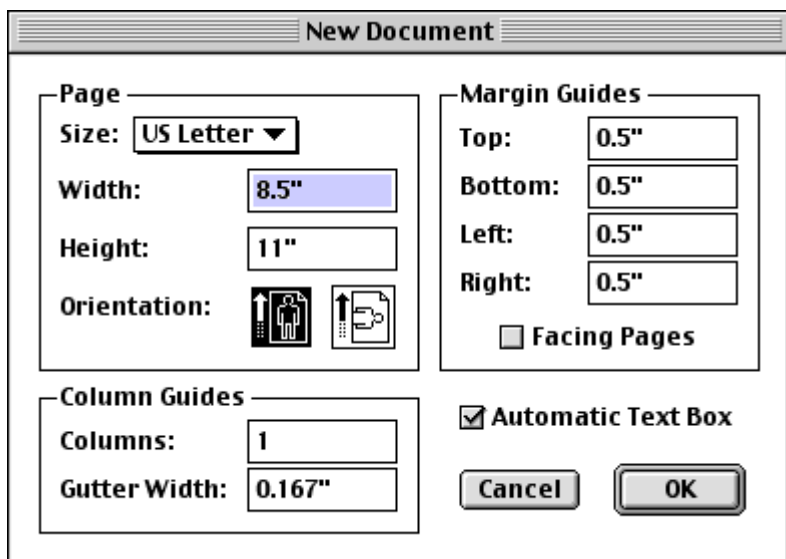
QuarkXPress is a computer application for creating and editing complex page layouts in what is termed as (WYSIWYG) *What You See Is What You Get* environment. It was first released by Quark, Inc. in 1987 and is still owned and published by them.

### *Quark Xpress user interface*

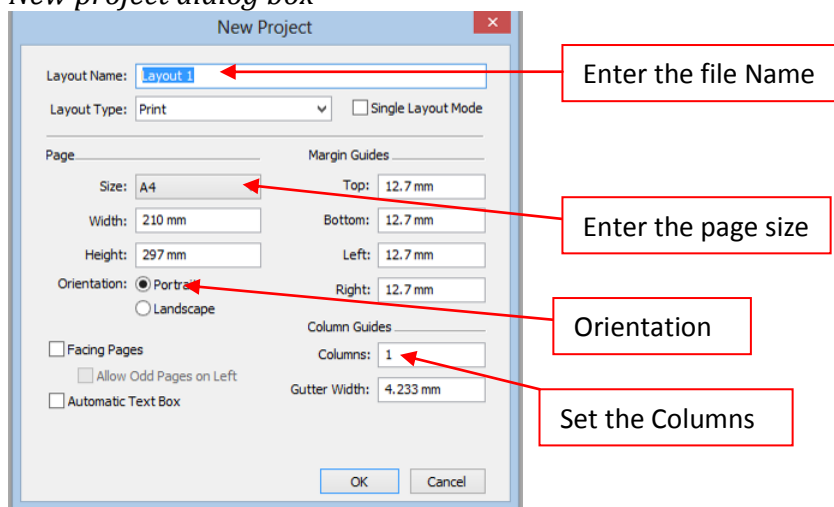


## Start QuarkXPress.

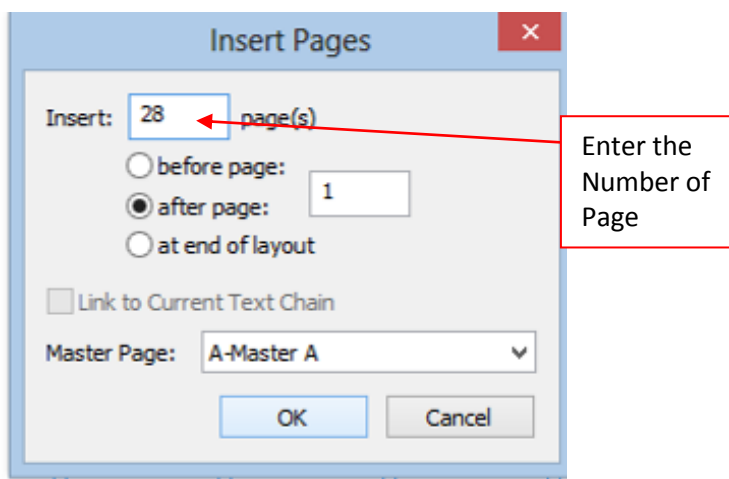
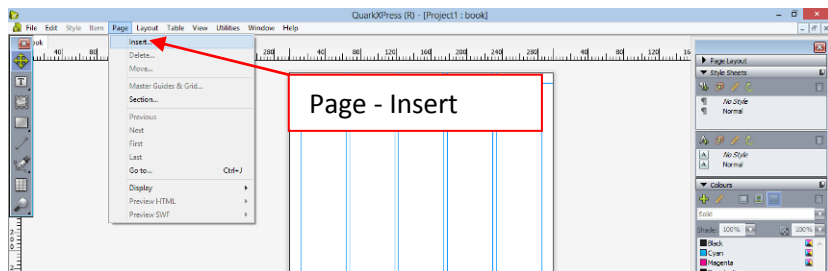
To create a new document go to **FILE - New** then **Document**. The dialog box will appear asking to specify the size of the page, margins, and column guides.



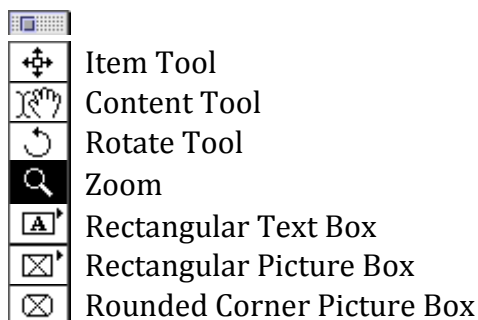
### *New project dialog box*












After setting the project quark will not give you the option of putting the number of pages like Indesign. So what you do after opening the page, go **Page** on the menu bar then **Insert**.



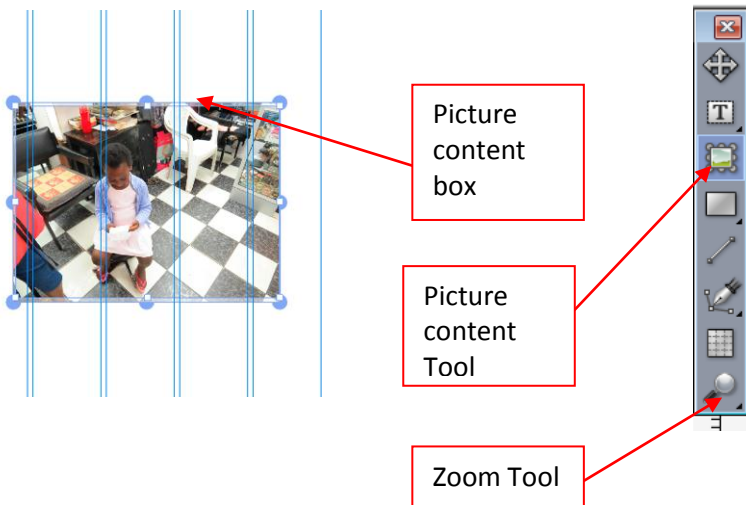
## The Tools (F8)



	Oval Picture Box
	Bezier Picture Box
	Line
	Orthogonal Line
	Line Text Path
	Linking
	Unlinking

To put the background images, select the Rectangular Picture Box Tool  and draw by clicking and dragging from the upper left corner down. Then select the **Content Tool** , click inside the image box, and select GET PICTURE from **Your computer**. And to resize simply press **shift** put the cursor to the edges and resize by moving up or down (QuarkXPress 9).

The content tool will help you to move the image around in the picture box.



To zoom out, hold down the **Ctrl** and **+** or **-** key. Or select the Zoom tool press **Alt** to zoom out.

## Adding the text, Importing Text

You can import text in many different formats. If you are importing text from a word processor or in XPress Tags format, make sure the appropriate import/export filter is running. To import text: Select the **Content** tool E. Place the Text Insertion bar in a text box at the point where you want text to be inserted. If you want imported text to replace a range of text, select the range to be replaced.

Create the text box using the **text content** tool, click and make a box like shape and then you can just type your text directly in Quark, or import text by coping and pasting, import just as you would an image.



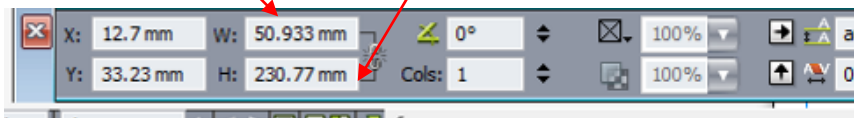
### Text Tool

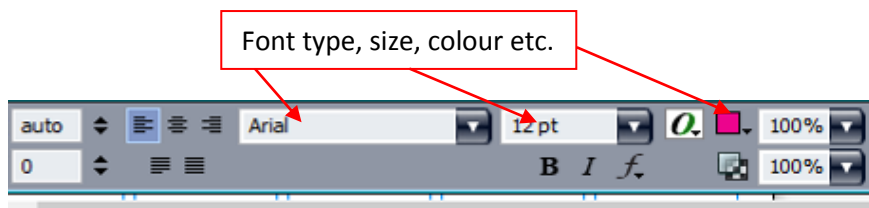
Click and create a text box then instant in the then text

To set the font and size using the **Measurements** menu. Pick a font types, size and colour. And by default it appears at the bottom of the art board or screen.

In case the Measurements or the tool box is not their, simply go to **Window** then **Measurements**

The Height and the Width can be adjusted here.





## Choosing Colour and Shade

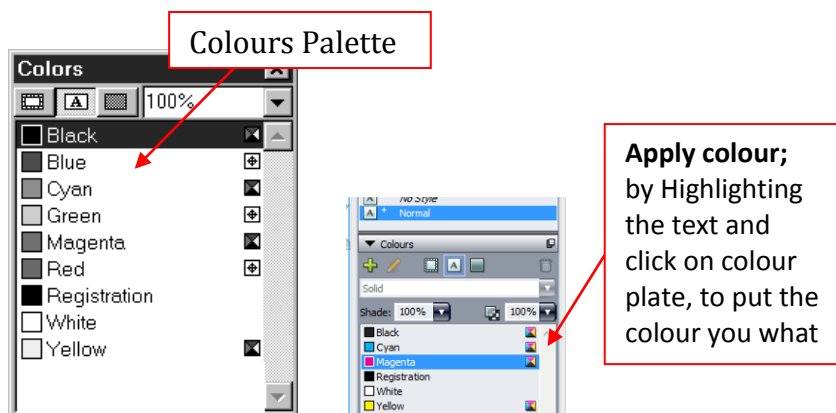
QuarkXPress lists all the colours defined for a document default colors, created in the **Colours** dialog box (**Edit** menu), and spot colors imported with EPS picture files. You can apply a colour and shade to selected text or at the text insertion point, using any of the following options:

### STYLE MENU

Choose **Style & Colour** and select a colour from the sub-menu. Choose **Style & Shade** and choose a percentage value from the sub-menu. Or, choose **Style & Shade & Other** and enter a value in the **Shade** field of the **Character Attributes** dialog box (**Style & Character**). Click **OK**.

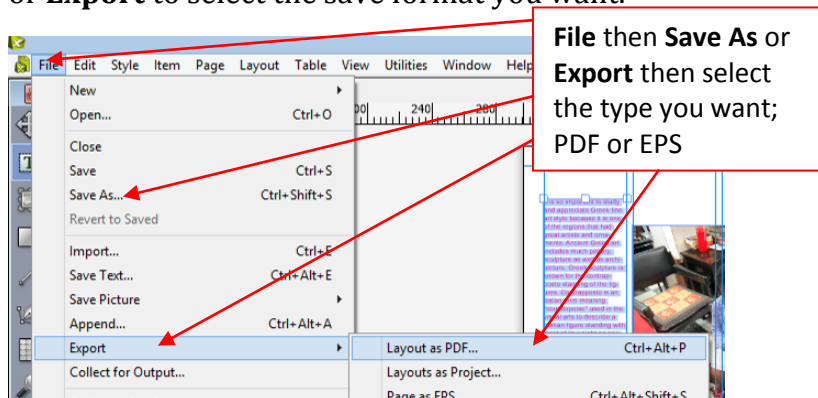
### COLOURS PALETTE

Choose **View & Show Colours**. Click the text icon T, and then click one of the colours listed. Click the **Shade** pop-up arrow < next to the current shade percentage to display a list of values; choose a percentage from the list. You can also select the current shade value in the field, enter a new value, and press Return (Mac OS) or Enter (Windows).



## Saving

Saving the document in QuarkXPress, go to **File** then **Save As** or **Export** to select the save format you want.

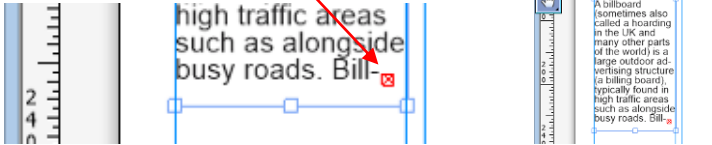


## Linking and Unlinking the text

After pasting the text, look down at the right hand corner. If you see a red icon know that there is some text hidden therefore create another text box. Go to the **Text box**, click hold to get the link and unlinking tool, then click in the text and click in new or empty text box you have created so that the hidden text can move there.



## Text Linking Icon and a sign of missing text



## Laying a page

Page laying is very simple in Quark. Simply **copy** and **paste** the text from any document like MS-word, **import** the image. Then create the title on top, the body message, the image and then arrange them.



Create a text box for the title.

Put the Picture box & import the image

Arrange the text in the columns set

## Text Wrap or Running Text Around

To specify text, runaround for a text box in front of another text box, first select the front text box; then choose Item & Runaround (C+T on Mac OS, Ctrl and T on Windows).

Choose an option from the Type pop-up menu:

- Choose None to run text behind an active text box.

- Choose Item to run text around an active text box. If the text box is rectangular, enter values in the Top, Left, Bottom, and Right fields to outset or inset the runaround area. If the text box is not rectangular, a single Outset field is provided. Modifying any aspect of the text box will automatically update the runaround area.

## Conclusion

This book simply looks at how one can be able to train him or herself to make simple desktop publishing items using five software and make good art works.

The aim of writing this manuscript was following along experience of lecturing computer graphics basically for print production and I realized that there is a need to put up some written guide line on how some simply artwork can be formed without going to the lecture rooms or computer lab.

It is also important to note that once one learns how to use the fist software in the manuscript then it becomes easy to learn how to use the rest that follows in this book. Abode has number of software but the three are the most commonly used in Uganda today. That is why it is important for a graphist to learn and use them.

The main aim of this manuscript is to give a guide and self-training to however wants to use any of the applications or programme and create art works for print on either digital or larger format and offset mechanics that require outputting of films and pallets to print.

It is important to keep in mind that this book gives basics but the programmes in this book can do much more ranging from the creation of vector graphics and animation creation. This book also acknowledges the information from the authors and the software developers that is Adobe systems, Corel Corporation and the Quark Inc.

For more information and training skills, one can follow the references below because most of the skills and knowledge were got from the following citations in the references.

## References

1. "Illustrator 88 demonstration video". Youtube.com. Archived from the original on 20 October 2010. Retrieved 2010-12-04. (2007-09-20).
2. A Short History of CorelDraw", at corel.com, retrieved 11 Jan 2011. (PDF version)
3. en.wikipedia.org/wiki/WYSIWYG
4. <http://8.quark.com/languages.html>
5. <http://archive.design.iastate.edu/LABS/tutorials/quarkxpress/qx0001.html>
6. <http://courses.washington.edu/udpddp/exercises/tu2.shtml>
7. <http://courses.washington.edu/udpddp/exercises/tu2.shtml>
8. <http://www.photoshoptutorials.ws/photoshop-tutorials/photo-manipulation/create-mystic-lady-photo-manipulation/#igSl51DD5W1ufAeD.99>
9. <http://www.quark.com/products/xpress/international.html>
10. <http://www.vectordiary.com/illustrator/drawing-basic-shapes/>
11. <http://www.vectordiary.com/illustrator/getting-started-in-illustrator/>
12. <http://www.vectordiary.com/illustrator/using-brushes/>
13. [https://en.wikipedia.org/wiki/Adobe\\_InDesign](https://en.wikipedia.org/wiki/Adobe_InDesign)
14. Marcin Wichary. "Illustrator splash screens". Guidebookgallery.org. Retrieved 2010-12-04.
15. Merger creates stronger DTP competition". Folio. 1994-04-15. Retrieved 2011-02-11.